



JOB DESCRIPTION

Finance Administrator

Line Manager: Headteacher and SBM

Scale 3, Point 5.

Salary Range: £23,500 - £23,893, plus £2,175 London Weighting (Pro Rata)

33 hours per week (8.30am – 3.45pm). Term Time Only, plus one week 40 weeks of the year.

Purpose of Job:

1. To be responsible for ensuring the efficient, accurate and effective finance administration of the school.
2. To understand and work within the school's Financial Procedures and support colleagues to do the same.
3. To liaise with line manager to resolve any financial query.

Main Duties and Responsibilities:

Procurement

1. Enter purchase orders on the finance system, regularly scrutinising those on the system, chasing any goods which are overdue.
2. Upload Goods Received Notes to the finance system.
3. Match Purchase Orders with invoices for payments
4. Source and order resources as requested by staff.
5. Maintain stationery supplies, re-stocking as necessary.
6. Be first point of contact for suppliers' queries
7. Enter invoices onto the financial system for payment, ensuring no duplication.
8. Process cheque/BACS payments for authorisation by SLT.
9. Support with monthly bank and credit card reconciliations

Income

1. Take fees using the school's Arbor payment system.
2. Take fee payments via the school's credit card facility.
3. Raise sales invoices to nursery parents.
4. Process claims through various childcare grants.
5. Assist with billing, as directed including raising manual invoices.
6. Administering school trips in conjunction with trip leaders
7. Assist with the lettings of premises

Administration

1. Ensure the school's inventory system is updated weekly. Ensuring new items are added, and obsolete items are removed. Preparing write-offs in accordance with the school's financial procedures.
2. Ensure all financial information is filed correctly, both electronically and paper.

3. Support with schedules and reporting for annual audit.
4. Support the School Business Manager as required.

General

1. The post holder must always carry out her/his duties with due regard to the Council's Customer Care, Equal Opportunities and Best Value Policies and incorporating the Council's Core Competencies.
2. The post holder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to work with management to comply with Service/Unit procedures and protocols and with Brent Council's Health and Safety Policy and all guidance, instructions and risk assessments. The jobholder is required to attend training relevant to their post in order to ensure their health and safety responsibilities are met.
3. To understand the value of information to the council and to contribute to good information governance by keeping information safe, accurate and up to date and available to those who need it. Abide by the council's information governance policies.
4. To carry out other duties as requested by the Headteacher or Senior Leader within the context of grade, job and skills.

Post holder's Signature:..... Date:.....

Headteacher's Signature:..... Date:.....