

FINANCE AND ADMIN OFFICER

Closing Date	14 th May 2025	Interview date	21 st May 2025
Start date	23 rd June 2025	Accountable to	Headteacher

Administration and organisation

To provide quality financial advice and support for the effective monitoring of the School's budget in accordance with the prescribed financial regulations. To be responsible for undertaking administrative, organisational processes within the school and assisting with the planning and development of support services.

TASKS

Financial Role

Develop and maintain effective budgetary control processes by:

- Advising senior managers (e.g. headteachers and governors), and, where necessary, provide guidance on the best way of maximising the use of financial resources to meet the School's needs
- In conjunction with senior managers, ensuring financial resources are optimised and utilised for best outcomes.
- Ensuring senior managers are provided with accurate, timely and relevant monitoring information including analysis of trends and projected expenditure.
- Provide regular budget monitoring, identifying and reporting concerns to senior staff
- Preparation of budgets, completion of statutory returns in order to meet legislative requirements in line with corporate accounting standards and timescales.
- Assist senior managers with analysing resource requirements in the areas of admin and finance support staff
- Ensure all requirements of corporate financial regulations and the scheme for financing schools are complied with. Where cases of non-compliance are identified liaise with senior staff (e.g. headteachers and governors)
- Undertake the administration of HR and payroll systems
- Support and manage parental payments e.g. school lunches

Wider roles within the office

Organisation

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Support with the organisation of school trips/events etc.
- Supervise, train and develop staff as appropriate
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
- Maintain stock and supplies, cataloguing and distributing as required
- Manage upkeep and maintenance of premises

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures e.g. Schools Central record
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES

Resources

- Operate relevant equipment/complex ICT packages
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Health & Safety management

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals and the wider community
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

FINANCE AND ADMIN OFFICER

Person specification – Finance Officer		
Category	Selection Criteria: Essential	Selection Criteria: Desirable
Qualifications/Training	<ul style="list-style-type: none">• Previous financial experience• Very good literacy skills• Able to manage and control work to professional and quality standards within budgetary deadlines• Influence and negotiating skills	<ul style="list-style-type: none">• AAT level 3 (and member of AATQB) or appropriate qualification• Significant relevant experience (e.g. schools finance experience)• First Aid training
Knowledge, Skills and Experiencei	<ul style="list-style-type: none">• Experienced in the use of Microsoft and other school-specific software• Able to use financial systems to extract relevant information• Literate and articulate with excellent interpersonal skills• Able to use initiative• Able to adjust to changing priorities and situations• Willing to develop personally and professionally, with evidence of continuous training and development	<ul style="list-style-type: none">• Experience of development, management and operation of administrative systems• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
School Ethos	<ul style="list-style-type: none">• To uphold the Christian ethos of the school• To uphold the values of the school• To uphold the Growth Mindset ethos of the school	
Relationships	<ul style="list-style-type: none">• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these• Ability to relate well to children and adults• Sense of humour	