**Job Description: Finance and Admin Assistant (maternity cover)**

St Francis CE Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job title:** Finance and Admin Assistant (C grade)  
**Salary**: HCC C Grade  
**Member of**: Non-teaching support staff  
**Reports to:** Senior Admin Assistant/School Business Manager  
**Direct reports:** None

**Core purpose**

To provide financial administration services to the school, including processing purchases and invoices, timesheets and maintaining records. To provide reports to the Headteacher and other Senior Staff as required. To support the work of the wider admin team, assisting with ad hoc and routine duties such as photocopying, answering phones, first aid provision etc.

**Specific responsibilities**

Purchasing

* Inputting shopping carts
* Processing invoices
* Budget reporting to Headteacher (monthly)

Payroll

* Inputting timesheets
* Payroll monitoring for Headteacher (monthly)
* Processing expense claims

Budget monitoring

* Maintaining records relating to specific grants- e.g., pupil premium, sport premium
* Maintaining records relating to subject and other specific budgets
* Tracking PTA & governor claims and ensuring payments returned
* Undertaking profit and loss monitoring for school activities- including trips, sales, music lessons
* Monitoring and chasing income for lettings
* Supporting with budget revision (SBM to lead)

Asset management

* Maintaining asset register as required

Other responsibilities

* Reconciling Tucasi to accounts
* Recording local banking
* Journals/ ITDs as required
* Maintaining/contributing to relevant policies for role
* Supporting with first aid provision
* Supporting with phones/reception/reprographics as needed
* General admin support/cover in case of absence

Professional development

* Proactively manage and update their own professional knowledge and understanding by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

# Other areas of responsibility

Safeguarding

* Understand that safeguarding is everyone’s responsibility
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work in a way to ensure safety of self, staff and students
* Follow and role model the EPS *Do’s and Don’ts* of safeguarding
* Promote the safeguarding of all pupils in the school

The postholder will be required to follow all school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Desired skills and experience**

* Grade C or above in Maths and English- required
* Strong IT and numeracy skills- required
* Experience working in a school finance role or similar field- desirable
* Experiencing using Tucasi (SCO), IBC (shared services) and Microsoft products- desirable
* Able to follow systems and maintain accurate records- required
* Able to manage own workload with limited supervision- desirable
* Able to work flexibly as part of a team- required
* Good understanding of probity and financial regulations- desirable