



Job Description

Job Title:	Finance Support Administrative
Scale:	
School:	Trinity School
Reports to:	Finance Officer/ School Business Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	0

1. Purpose of the Job:

Under the direction of the Finance Officer and School Business Manager, working 16 hours a week to assist in providing a comprehensive financial administrative service to the school by performing various financial support functions.

2. Job responsibilities

Financial Administration Responsibilities

Under the guidance of the Finance Office, assist in:

- Preparing monthly reconciliations of the school's Purchase Card account, ensuring all necessary paperwork is obtained from cardholders.
- Supporting monthly and end-of-year reconciliations.
- Preparing statutory financial returns using Excel and updating spreadsheets as needed.
- Maintaining the School Fund Account.
- Managing the School Asset Register, including adding new equipment, tagging, tracking items, and conducting audits for stock and inventory control.
- Overseeing stock control of consumables such as stationery, first aid, and hygiene supplies.
- Filing, maintaining, and archiving all processed financial data for easy retrieval.
- Ensuring compliance with the school's Financial Management Standards and Guidance.
- Implementing recommended actions from probity audit reports.

Purchasing of Goods and Services

Assist the Finance Officer with purchasing goods and services, including:

- Raising orders in accordance with the school's Financial Management Standards and Guidance.
- Obtaining quotations to ensure best value for money.
- Managing the contract renewal process for routine service and maintenance contracts, ensuring best value and obtaining necessary quotations.
- Securing contractor compliance documentation prior to the delivery of goods/services, including health and safety and financial compliance.
- Processing and placing orders with suppliers via Purchase Order or Purchase Card, and entering orders into the school's accounting system.
- Checking deliveries, marking items, directing the Site Team for distribution, and reconciling deliveries.
- Handling internal and external queries and correspondence related to orders, including undelivered, missing, broken, or returned items.
- Ensuring credit notes are obtained for all returns and matched to the associated invoices.

Processing of Payments and Invoices

Assist the Finance Officer with processing payments and invoices by:

- Obtaining budget holder authorisation for invoices and staff reimbursements.
- Checking the accuracy of staff reimbursement claims, verifying calculations and attached receipts.
- Processing authorised invoices, reimbursements, and credit notes through the school's accounting system, preparing payments (BACS or cheque), and BACS payment reports.
- Processing invoices paid via direct debit and direct payments received by the school's bank account.
- Accessing supplier portals for invoices or purchase order information.
- Setting up new supplier accounts and maintaining existing ones in the accounting system.
- Reconciling supplier statements and obtaining necessary invoices or correspondence.

3. Safeguarding Responsibilities

To ensure attendance at School safeguarding training and to remain up to date with safeguarding responsibilities and School policies as they relate to this post.

4. Project Management

Undertake ad hoc assigned premises or health and safety related projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

5. Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council and Trinity School.

6. Financial Management

Not applicable.

7. People Management

Postholder is not responsible for the day to day management, supervision or support of any designated staff.

8. Statutory Requirements

This post carries a requirement to have an Enhanced Disclosure and Barring (DBS) check for Children.

9. General Accountabilities and Responsibilities (All roles)

- I. Liaise effectively with Borough Finance and other relevant sections of the Borough's Children's Services Department and external agencies and organisations.
- II. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- III. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- IV. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
- V. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies including Equal Opportunities in Employment.

- VI. Ensure compliance with appropriate legislation, Council and School Policies, Standing Orders, Financial Regulations and other requirements of the Council/ School.
- VII. Ensure compliance with and actively promote Health and Safety at work legislation, School, Council and Departmental H&S policies and procedures.
- VIII. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- IX. Ensure compliance with other School Procedures such as Safeguarding and Data Protection.
- X. Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- XI. Take responsibility for continuing self-development and participate in training and development activities.
- XII. To share with other staff skills and knowledge relating to this post.
- XIII. As directed by the Headteacher, you may be required to cover or provide support to the other posts within the office administration/support services functions of the school.
- XIV. As directed by the School Business Manager, you may be required to cover or provide support to the other posts within the Finance and Facilities Team.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the Headteacher and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Postholder

Date

Headteacher

Date



Person Specification Template

Post Title	Finance Support Administrative	Grade	
School, Section	Trinity School	Date of Person Specification	July 2024

Attributes	Essential Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> Previous office administration and financial experience including; setting up and maintaining spreadsheets 	Application Test Interview	<ul style="list-style-type: none"> Working within an office in an educational environment 	Application Interview
Education, Training And Qualifications	<ul style="list-style-type: none"> Educated to at least 5 GCSE or equivalent 	Application Interview	<ul style="list-style-type: none"> Equivalent related professional qualification. Evidence of recent CPD 	Application Interview
Safeguarding	<ul style="list-style-type: none"> Basic knowledge of safeguarding/child protection responsibilities of staff in Schools/education 	Application Interview		N/A
English Language Requirement	<ul style="list-style-type: none"> Excellent understanding of English, speaking and listening skills 		<ul style="list-style-type: none"> Excellent numerical, oral and written communication English language skills 	Application Test Interview
Relationships	<ul style="list-style-type: none"> Excellent team working skills and proven experience of working well in a team. Ability to communicate effectively with all members of the multi-disciplinary team at work. Willingness to constructively challenge the work of self and others to continually improve own performance. 	Application Interview		N/A

Equalities and Diversity	<ul style="list-style-type: none"> • Commitment to the Council and School's Valuing Diversity and Equal Opportunities Policies • Empathy with the aims of the School and to SEND pupils. 	Application Interview		N/A
Skills	<ul style="list-style-type: none"> • Good knowledge and understanding of basic accounting processes and procedures. • Excellent organisational, interpersonal and time management skills. • Ability to use, to a good standard, a range of ICT packages including, Microsoft Excel and Word. • Ability to work under pressure and meet deadlines. • Ability to work independently, make informed decisions and demonstrate initiative. 	Application Test Interview	<ul style="list-style-type: none"> • Strong attention to detail and able to produce work with a high level of accuracy. • Good knowledge of Finance and Administrative processes • Previous experience of RM Finance and Oracle 	Application Test Interview
Management, e.g. People, Finance and Skills	<ul style="list-style-type: none"> • Ability to accurately manage, a small budget (petty cash and school fund) 	Interview		N/A

Please note, if you are disabled or have an impairment it will only be necessary to meet the essential criteria for shortlisting purposes