**St Michael’s Finance Administrator Job Description**

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| **Key Responsibilities** | **Further information** |
| Manage the school’s financial processes and budgets | *Check and pay invoices via NatWest online banking system*  *Update purchase order book accordingly*  *Update pupil premium and sports premium spending schedules accordingly*  *Collect direct debit notifications from email system and save onto computer*  *Download data from Arbor (MIS system) for reporting to Financial Services for Schools (FSS) on a monthly basis*  *Send all reports to FSS via OneDrive at the end of each month*  *Liaise with FSS regularly via Teams meetings to monitor spending*  *Source cheaper options where possible to ensure compliance with school budget restrictions*  *Attend regular Resources Committee meetings to be able to assist governors with management of financial processes and budgets* |
| Responsible for effective operation of payroll system | *Check overtime sheets with head teacher*  *Post overtime and absences onto the SAP portal (central HR payroll software)*  *Post same information onto Arbor for each relevant member of staff* |
| Monitor service contracts, school licenses and insurance | *Monitor contract costs and query any price increases or changes to service*  *Renew/cancel contracts where necessary*  *Ensure necessary licenses are in place*  *Work with Diocese to renew schools liability insurance policy* |
| Arrange provision of financial data, statutory reports and information to the senior leadership team, the Governing Body and outside agencies | *Send monthly monitoring reports from FSS to finance governor each month by uploading onto the Teams site*  *Complete annual sports premium report at the end of each school year in conjunction with sports co-ordinator* |
| Manage lettings and the use of premises for the use of outside organisations and local community | *Manage regular hall hire bookings – log dates in school diary, send invoices at the end of each term, copies of which go to finance governor*  *Manage ad hoc bookings of hall hire for PTA events where necessary* |
| Assist the Headteacher and governing body with income generation activities and assist with funding / grant submissions |  |
| Management of facilities, including premises, lettings and liaising with external contractors |  |
| Manage the procurement process in conjunction with an SLT member |  |
| Liaise with SLT and the Governing Body on health and safety issues within the school and how they impact on pupils, staff and visitors to the school |  |
| Attendance at Resources committees to inform governors of financial matters/developments | *Once each term (one extra at end of financial year to approve budget) – 4 meetings in total per year* |
| Liaise with office staff regarding stocks of supplies and consumables |  |

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* Finance roles fall within the schools’ business and administration team who support the running of the school.
* Finance roles cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning.
* Responsible for providing advice on external financial regulations. Shared responsibility for development of financial policies and procedures. Responsible for finance administration for school.
* Makes recommendations that can affect whole school policies, resources or outcomes (such as budget setting). Such decisions have a significant direct impact on service provision.

**Knowledge, Skills & Abilities**

* Experience of working in a finance role.
* Knowledge of financial management regulations, procedures and practices, development and implementation of financial systems and procedures
* Requires skills to analyse and interpret detailed and complex financial information.
* Tasks requiring keyboard skills, used with precision and speed.
* Exchange of information both verbally and in writing with the senior leadership team, other staff, pupils, parents / carers.
* Manages relationships with external suppliers and bodies such as the local authority, auditors.
* Concentration for lengthy periods for processing and reconciliation of accounts. Pressure of deadlines.

**Dimensions**

* The post is likely to be involved with the whole school budget but spend will require authorisation from the Headteacher.
* Responsible for providing advice on external financial regulations.
* Shared responsibility for development of financial policies and procedures.
* Responsible for finance administration for the school
* Responsible for financial administration system for school, manage procurement.

**Working Environment**

* Work normally carried out in an office environment.