



## **Finance Administrator**

**Grade H4.9 (£25,119), pro rata (£8,673.59)**

**15.00 hrs weekly, to be worked over 2 days (Mondays & Tuesdays) per week. Hours to be worked from 08.00am to 4.00pm (half an hour unpaid lunch break)**

**Term Time plus 2 INSET Days.**

**Temporary Contract (September 2024 – December 2024)**

This post provides support to teachers and young people in the management of students' learning and behaviour.

It is anticipated that the person appointed will attend any training deemed appropriate and will use their new skills and knowledge to support student outcomes.

## **Job Description**

**Post Title:** Finance Administrator  
**Location:** NHESC (will be primarily based at our Briar Patch site in Letchworth)  
**Responsible to:** Centre Business Manager  
**Grade:** H4.9

### **1a) PURPOSE OF THE JOB**

- To provide support to the Centre Business Manager in the administration of Finance related functions, systems and procedures.

### **1b) MAIN DUTIES**

The jobholder may not fulfil all of the duties listed below but should be prepared to undertake them when required:

- Involvement in processes and procedures of the Centre finances
- Monitor and reporting with regards to funding and expenditure of curriculum budgets and traded services
- Help ensure the Centre meets the requirements of Financial Audit
- Upkeep of Contracts register
- Dealing with suppliers and booking of services
- Provide finance support for centre events
- Read and communicate gas and electricity meters
- Action IR35 checks where necessary
- General invoicing when required
- Filing and archiving of financial documentation
- Petty Cash reconciliation for both sites
- Cash ordering and collection
- Pay in cheques & cash to bank
- Obtaining quotes as requested by the Centre Business Manager
- General ordering as signed off by the Centre Business Manager
- County supplies ordering
- Pay out staff expenses as agreed by the Resources Committee

- Arrange for payment of supplier invoices
- Working closely with the Business Manager and HFL Finance to complete all processing within RM Finance
- Arrange payments to and from Mainstream Schools
- Liaise with HCC to check FSM entitlement for students
- Keep student and finance records up to date on systems
- Pupil Premium – assist Business Manager in monitoring & reporting
- Assist the Centre with budget preparations
- Order parking permits from NHDC
- Set up new files at the start of new financial year
- Work with the Business Manager to review Service Level Agreements
- General office cover and administration as and when required

### **Specific Responsibilities**

- Student Mentoring

### **1c) EQUALITIES**

Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop

### **1d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **1e) DISCLOSURE & BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **1f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the Centre's policies and practice.

**\*\* The duties and responsibilities listed previously 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.**

## **2. SUPERVISION**

The Assistant Head, Business Manager Performance manages the jobholder. The Centre's performance management policies and practice determine the frequency of meetings. The post has no supervision of staff.

## **3. CONTACTS**

The jobholder works directly with teachers and students and has occasional contact with parents, carers, other agency professionals and school staff.

## **4. KNOWLEDGE, EXPERIENCE AND TRAINING**

See person specification below.

## **5. PHYSICAL EFFORT**

The job may involve physical effort such as lifting equipment.

## 6. WORKING ENVIRONMENT

The job does not involve working within practical lessons at the Centre.

### Person Specifications:

Desirable/Essential	Personal Quality
E	Awareness of and the need for confidentiality
E	Have good numeracy, literacy and ICT skills (GCSE Maths and English 9-4 or A*- C)
E	Qualify for or hold an enhanced DBS check
E	Willing to participate in training as required
E	Willing to be a team member and have a good sense of humour
E	Intermediate Excel skills
E	Strong IT skills
E	Good organisational skills and able to manage own time effectively
E	Ability to communicate clearly and sensitively in writing and orally to a variety of audiences
E	Ability to produce accurate work to tight deadlines under pressure
D	Finance or accountancy qualification
D	Finance accounting knowledge and experience
D	Previous experience in similar role
D	Experience using financial software
D	Currently working in a school
D	Understand and implement safeguarding procedures
D	Understanding of financial regulations and internal control procedures
D	Understanding of student safeguarding and child protection processes
D	First Aid knowledge/certificate, or willingness to gain First Aid qualification

NHESC is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Applications should be received no later than 8pm on Sunday 1<sup>st</sup> September 2024.**

**Candidates selected for interview will be contacted asap.**

**Interviews will be held during the week commencing 9<sup>th</sup> September 2024.**

**Start date will be ASAP.**

Contact: Mrs Ronel Pieterse, Business Manager, NHESC, Briar Patch Lane,  
Letchworth Garden City, SG6 3LY.  
Tel: 01462 487207