



# THE ABBEY CE VA PRIMARY SCHOOL

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Finance Administrator</b>
<b>REPORTS TO:</b>	<b>Office Manager and Headteacher</b>
<b>SALARY RANGE:</b>	<b>H4</b>

### Job purpose

- To provide general finance administrative support to facilitate the efficient and effective use of the school's budget.
- To provide administrative and organisational services to the school under the management and guidance of senior staff.

### Responsibilities

- Place and process orders and invoices. Arrange payment of invoices in a timely manner and code invoices correctly with the appropriate cost centre.
- Maintain records of free school meals and undertake related financial administration, such as catering returns.
- Be responsible for preparing the SFVS (schools' financial value standard annual return), agreeing responses with the Head and Governors and submitting it, gift aid submissions, National Tutoring funding and reforecasts.
- Be responsible for preparing the annual Budget, with support from the Headteacher.
- Be able to communicate to Governors and SLT regarding the financial monthly monitoring reports.
- Enter income and expenditure on to the one drive system and liaise with the school's transaction team.
- Be responsible for recording income and expenditure of the school's fund account, so that it can be audited.
- Produce and send invoices for lettings and other payments.
- Chase any outstanding debt
- Provide administrative, and organisational services to the school.
- Manage the Schools financial processes and budgets i.e. collate VAT returns, completing online payments
- Liaise with pupils, parents and carers via written communication, face to face and electronic communications i.e. texting
- Liaise with other staff and external agencies on administration and organisational matters as required.
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- Process forms, returns, etc., including those to outside agencies
- Contribute to the planning and development of administrative procedures and systems
- Administer and support payments for school dinners, trips and clubs.

### **Additional responsibilities**

Individuals in this role may also undertake some or all of the following:

- Undertake other administrative support duties, such as reception duties and visitor enquiries
- Support the organising arrangements for school visits and events

### **Knowledge**

- Good knowledge of ICT systems (word, power point, Excel, SIMS, FMS)
- NVQ level 2 (or equivalent)
- Level 1 Safeguarding
- Knowledge of administration policies and procedures
- Understanding of the Schools ethos and values

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Take part, as required, in the review, development and management of the activities relating to school administration and finance
- Promote equality of opportunity
- Follow safeguarding guidelines and child protection policy/procedures
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour