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| **JOB DESCRIPTION** |

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| **Section 1: General Information** |
| **Position Title** | Finance Administrator | **Department** | Administration |
| **Reports To** | Head/Financial Controller | **Probationary Period:** | 3 months |
| **Location/Site** | Through School/Nurseries?? | **Employment Status** | Permanent 52 Weeks, 35 hrs per week |

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| **Section 2: Job Description** |
| **Position Purpose** | To provide financial and operational support to Head Office, staff and parents.  |
| **Key Responsibilities** | Main Duties & Responsibilities - Finance:Purchasing Requirements – Approval Max* Provide purchasing support to staff on site and at Head Office:
	+ Provide access to and facilitate the delivery of training for finance systems including NetSuite.
	+ Maintain an overview of site purchasing needs and transactions, in particular of the Purchase Order process.
	+ To support staff through the PO raising, approval, ordering, receiving and invoicing phases.
	+ Raise POs for “central” items e.g. paper for MFDs.
	+ Processes staff expense payments where necessary.
	+ Creates new suppliers in NetSuite and adds staff as required.
	+ Handle supplier enquiries, redirecting to Head Office as appropriate.
	+ Maintain school inventory records
	+ Analysis of costs to assist with cost control/reduction.

Parental and Pupil Matters * Billing - enable sales invoices to be created at HO : update starters and leavers through ISAMs. To liaise with Head Office regarding any fee matters that need addressing.
* Database Management – maintain and update data in Isams.
* Parent communication – first port of call for parents, via parent query inbox
* To liaise with agencies related to pupils with Special Educational Needs funding. Keeping accurate records of funding from the LEA.
* Regularly collaborate with SENCo to ensure EHCP provisions and funding are in place from HO.
* Will assist with Termly NEG and EYFS Funding application

Banking * Supporting the Head Office bank reconciliation process by finding local explanations for transactions.
* Hold and control the use of the school credit / payment card. Ensuring its use is correctly authorised and accounted for.
* Maintain and oversee access to a directory of supplier portal log on credentials.
* Provide administrative support to the school’s lettings activity, including payment collection, invoicing and liaising with site operations and facilities.

 Wisepay management / implementation* Set up of clubs, trips etc .Manage communication to Parents
* Provide reports to trip manager to assist with co-ordination.
* Reconcile Revenue from WisePay and provide to the Finance Team

Debt Collection* Review Debt Report on a weekly basis.
* Initial engagement to collect debt and record details of all communication.
* Assist with communication between Parents and Head.

Financial Records* Data entry for Purchase Ledger – supplier invoices.
* Reconcile Supplier accounts
* Reconcile Customer accounts
* Reconcile PDQ transactions
* Reconcile Credit card statements

School Administration* Completion of DfE and EY Census
* Managing and recording all licensing requirements across the school (eg: music, performance, copier, sound, subscriptions).
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| **General Responsibilities** | * Ensure that operational procedures and policies are fully understood and consistently followed.
* To maintain confidentiality in all dealings with the school.
* To maintain confidentiality in all dealings on behalf of the Headteacher and ILG.
* Communicate effectively with parents and other visitors to the school.
* Actively contributes and participates as part of the team, attending team meetings and activities.
* Always behaves and dresses in a professional manner.
* Maintains workspace in a neat and presentable manner, in keeping with professional expectations.
* Ensure full support is given in readiness of school inspection
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| **Self-Management** | * Perform any ad hoc duties as required.
* Attend training courses to further personal development.
* This job description may be amended at any time following discussion with the Head Teacher/Bursar and will be reviewed annually as part of the performance management process.
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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications**  | * Maths – High grade GCSE or A Level equivalent.
* 2+ years clerical experience
 | * Part or fully qualified accountant or bookkeeper (financial support of continued training can be provided)
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| **Experience** | * Working in a financial role, ideally with experience of the purchase ledger;

  | * Working in a school
* Experience within general office/clerical environment
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| **Knowledge** | * MS Office products
* SIMS
 | * iSams
* NetSuite
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| **Skills and Abilities**  | * Numerate
* Ability to work with figures accurately and within a spreadsheet environment
* Ability to work to deadlines.
 | * Experience within financial administration environment
* Experience of a school environment
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| **Work-related Personal Qualities/Behaviors** | * Be an effective team player that works collaboratively and effectively with others
* Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences
* Support, motivate and inspire both colleagues and pupils by leading through example
* Suitability to work with children
* Confidence, warmth, sensitivity, reliability and enthusiasm
* Ability to respond positively and constructively to changes in work requirements.
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| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin**Demonstrate a commitment to:*** safeguarding and child protection
* equalities
* promoting the school’s vision, values and ethos
* high quality, stimulating learning environment
* relating positively to and showing respect for all members of the school and wider community
* ongoing relevant professional self-development

All employees at Yateley Manor have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care. |

The above is designed to help you in the understanding of the role and is not intended to be a definitive list of duties, as flexibility in meeting company needs is required by all employees.