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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). |
| **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 |
| **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) |
| **Experience** | * Working in a financial role, ideally with experience of the purchase ledger; | * Working in a school * Experience within general office/clerical environment |
| **Knowledge** | * MS Office products * SIMS | * iSams * NetSuite |
| **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 |
| **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. | |
| **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.