



Finance/Administration Assistant Job Description

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| Pay Scale/Grade: | Commencing Essex LGS Point 4 (£18,933 per annum) plus OFA £626 pro rata |
| Hours: | 20 hours term time only (increasing as the school grows) (9.15am – 1.15pm each day, may be flexible for the right candidate) |
| Reports to: | School Business Manager |
| Responsible for: | To provide effective and efficient clerical and finance support to the school; |
| Liaison with: | Academy and Nursery Staff, Headteacher, Senior Leadership Team, Children, Parents/Carers |

Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.

Purpose:

- 1 To provide a high standard of administrative and finance support to the school paying attention to detail;
- 2 To support the School Business Manager with financial administration;
- 3 To assist with the day to day running of a busy school office.

Major Tasks, Duties and Responsibilities

Office Administration

- 1 To be responsible for financial administration such as raising purchase orders, placing orders and checking full receipt of orders, processing invoices and expenses
- 2 To assist with monthly preparation and reconciliation of income such as dinner monies, extended schools and nursery payments using our MIS and Nursery systems;
- 3 To observe financial regulations and operating procedures;
- 4 To assist with lettings – bookings and invoicing, chasing payments;
- 5 To count and prepare monies for banking;
- 6 To manage and reconcile monies associated with educational visits/swimming;
- 7 To support the School Office as a point of contact for both telephone and face to face enquiries and take accurate messages where appropriate;
- 8 To ensure Academy and Nursery security arrangements are always complied with including the issue of visitors' badges;
- 10 To undertake filing, photocopying and reprographic work as required;
- 11 To assist with the monitoring and maintenance of stock and other supplies as necessary;
- 12 To assist with the inputting of pupil data, attendance and lunch numbers in the absence of other Office staff;
- 13 To assist with first aid and welfare of children as necessary, following school procedures;

OTHER REQUIREMENTS:

- To attend and participate in staff meetings as required
- To have a flexible, adaptable and can do approach
- To be a real team player, willing to assist with setting up the dining hall as necessary
- To participate in training and performance management as required.
- To have an up – to – date DBS

These duties may be varied to meet the changing demands of the Academy and Nursery at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above