

## **JOB PROFILE**

### **Finance Administrator**

<b>POSITION TITLE: Finance Administrator</b>	<b>DIRECTORATE:CSF</b>
	<b>DIVISION:EDUCATION</b>
<b>PAY LEVEL: Scale 4</b>	<b>SECTION:SWISS COTTAGE SCHOOL</b>
<b>REPORTS TO: Deputy Finance Manager</b>	

## **JOB PURPOSE**

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The post holder will provide a professional level of support to the Head of Finance and deputy Finance Manager with specific focus on Financial Administration.

Working Part time: 35 hours per week, 52 weeks per year

## **MAIN DUTIES AND RESPONSIBILITIES**

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### **Duties and responsibilities:**

- Process orders on the school FMS system as approved by the budget holders ensuring that 'Best value' is achieved and in accordance with LA financial regulations and school policies
- Deal with management of deliveries of goods, ensuring the distribution of goods to the correct recipient.
- Assist with the school income by collecting, counting monies, entering in FMS and banking the money on a weekly basis
- Administration of Petty Cash, ensuring is kept within the limits prescribed within the Financial Procedures Manual and the VAT receipts are included
- Administration of the online payment system Agora, communicating regularly with parents/carers and teachers.
- Ordering and arranging distribution of school consumables (hygiene, stationery and messy play) in liaison with the Finance Manager
- Administration of the school credit card, placing orders and entering the transactions in FMS.
- Managing processes related to the daily monitoring of PFI developments linked to authority notice changes and authority damage.

### **Contributing to positive relationships and effective team practice:**

- Recognise and value the strengths and expertise you bring to a team and that brought by your colleagues
- Demonstrating that you have understood them and clarifying any misunderstandings

- Communicate openly and honestly with your colleagues
- Acknowledge the views and opinions of colleagues constructively
- Work in ways that conform to decisions taken by the team
- Address and handle in a constructive manner any issues in your relationship with colleagues which can be resolved by your own actions
- Provide positive feedback to other team members for activities which they have undertaken effectively

### **Reflect on Practice and Professional Development**

- Use reflection to solve problems, improve practice and enhance confidence and self-esteem
- Identify areas in your knowledge, understanding and skills where you could develop further
- Monitor processes, practices and outcomes from your own work
- Share your reflections with others and use their feedback to improve your own evaluation
- Develop and negotiate a plan to develop your knowledge, skills and understanding further
- Seek out and access opportunities for continuing professional development as part of this plan
- Use continuing professional development to improve your practice

### **Keep Children Safe By:**

Recognise potential hazards in the setting and deal with these promptly, according to procedures

- Remain calm and follow the organisation's procedures for accidents and emergencies, according to your role and responsibility
- Develop appropriate professional relationships with children and young people

### **Interact Effectively with Children and Young People:**

- Ensure adults involved are knowledgeable about children/young people's disabilities and special educational needs and confident in their roles and responsibilities
- Understand the boundaries for behavior with children/young people and families within the context of the wider school

Have an understanding of issues related to the behaviour of our children and the appropriate response in a variety of situations

## **WORK ENVIRONMENT**

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The postholder will be based at Swiss Cottage School, Development & Research Centre.

Due to the nature of the school there are certain slightly enhanced risks associated with the post including:

- Infection
- Pupil behaviour & incidents including aggression

The post will involve a flexible and swift response to rapid change, and the ability to effectively manage constantly changing and conflicting priorities.

**Hours:** 35     **Weeks/year:** 52 weeks per year

## Resource management

- The postholder will be responsible for all equipment personally issued to them
- The postholder will be responsible for the ordering and audit of consumables for office based staff

## QUALIFICATIONS

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Essential:

- 5 GCSEs or skills and experience commensurate with this level of education, and a commitment to undertaking any qualifications deemed relevant to the role, and holding Maths and English GCSE 'C' or above.
- Good knowledge of Excel

Desirable:

- A levels
- AAT level 3

## SKILLS

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- Effective and Competent use of Excel, Word, and ICT
- Able to take the initiative
- Flexibility of attitude
- Punctuality and reliability
- Commitment to the highest standards of professionalism and to maintaining the school's outstanding status
- Team work

## EXPERIENCE

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Essential:

- Financial administrative experience

Desirable:

- Experience in an educational context