



London Borough of Camden

JOB PROFILE

Business Administrator with Responsibility for Finance

POSITION TITLE: Business Administrator with responsibility for Finance	DIRECTORATE: CSF
	DIVISION: EDUCATION
PAY LEVEL:	SECTION: SWISS COTTAGE SCHOOL
REPORTS TO: Deputy Finance Manager	

JOB PURPOSE

MAIN DUTIES AND RESPONSIBILITIES

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The post holder will be an effective member of the Business Team within the school. They will provide a professional level of support to the Head of Finance and Deputy Finance Manager with specific focus on Financial Administration.

MAIN DUTIES AND RESPONSIBILITIES

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 and accompanying the Deputy Finance Manager when banking the money.
- Administration of Petty Cash, ensuring is kept within the limits prescribed within the Financial Procedures Manual and the VAT receipts are included
- Administration of School Dinner money, communicating regularly with parents/carers and ensure that any outstanding debt is referred to LA.
- Administration of school consumables in liaison with the Deputy Finance Manager

WORK ENVIRONMENT

The post holder will be based at Swiss Cottage School.

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

- Infection
- Pupil behaviour & incidents including aggression

WORKING HOURS AND WEEKS:

35 hours per week:

8:30 – 4:30pm

52 weeks per year

WORK CONTEXT

Communications and working relationships

- Frequent liaison with staff across the school
- Ability to cultivate positive relationships and to represent the school to a wide variety of stakeholders, both internal and external, on the phone and in person.
- Ability to function successfully as part of the school community
- Ability to observe the highest standards of confidentiality

Resource management

- The post holder will be responsible for all equipment personally issued to them

KNOWLEDGE

Know about:

- The roles and responsibilities of colleagues with whom you work and how these relate to your own role and responsibilities
- The lines and methods of communication that apply within the school setting
- The importance of respecting the skills and expertise of other practitioners
- The differences between work relationships and personal relationships and how work relationships can be maintained effectively
- The School's Staff Relationship Guidelines
- Principles of Emotional Intelligence

- Techniques of reflective analysis and using reflection as a tool for aligning what we say we do and what we actually do
- The importance of integrating new information and/or learning in order to meet current best practice, quality schemes or regulatory requirements
- Key policies and how to access them
- Know who to share information with and when; understand the difference between information sharing on individual, organisational and professional levels
- Know what to record, how long to keep it, how to dispose of records correctly, and when to feed back or follow up.
- Understand what is meant by safeguarding, being aware of national guidance and local procedures
- Understand that signs of abuse can be subtle and be expressed in play, artwork and in the way children and young people approach relationships with other children or adults
- Appreciate the effect of witnessing upsetting situations and know how to get support
- Have an understanding of issues related to aggression, anger and violence, and know the appropriate responses to conflict
- Understand the way that partner services operate - their procedures, roles and relationships - in order to be able to work alongside them effectively.

APPENDIX ONE

STRUCTURE

