# St Michael’s Catholic Grammar School

*“Love one another, as I have loved you”*

## Job Description

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| **Role** | **Finance Administrator** |
| **Hours and weeks** | 36 hours per week, 39 weeks per year.  Regular hours 08:00 to 16:15 (16.00 on Friday) although some flexibility is expected according to the requirements of the school.  One hour unpaid for lunch taken in negotiation with line manager. |
| **FTE salary range** | Unified Rewards Grade C  Schools Finance job family – level 2 |
| **Pro rata salary range** |  |
| **Reports to** | Senior Finance Administrator |
| **Supervising duties** | None |

### Purpose

Provide a range of financial support services for the school, under the direction of the Senior Finance Administrator

This may include for example undertaking financial data inputting, invoice processing, banking cash, maintaining records

### Key accountabilities

This list is not exhaustive, but indicates the types of jobs undertaken. The Finance Administrator works under the direction of the Senior Finance Administrator who delegates work according to the needs of the finance office and the school as a whole.

Undertake a range of financial procedures, including placing orders, invoicing, preparation of BACS payments, banking cash, issuing receipts and dealing with supplier issues

Maintain manual and computerised financial records/management information systems

Monitor monthly budgets

Produce a range of financial information and financial data for senior staff

Process travel and subsistence claims

May undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account

May undertake routine administration of school lettings and other uses of school premises May undertake other support duties

### Knowledge, training and experience

Working at or towards relevant Business and Administration national occupational standards (NOS) that underpin qualifications at Level 3

General experience of working in a finance role

Knowledge of data protection, safeguarding and confidentiality issues

Knowledge and understanding of the school financial processes

Knowledge of school finance systems and financial processes

Able to use office equipment, such as photocopiers, printers, fax, laminators

Proficient user of MS Office software and/or in-house software

### Planning, organising and controlling skills

Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term

Provide a range of financial support services for the school for example, banking cash, producing financial information and data, receive and record monies from pupils and parents/carers

Use of analytical skills to complete tasks such as balance and reconcile accounts, account for multiple pupil codes, such as pupil premium, account for voluntary payments from parents

### Communicating and influencing skills

Provide general financial information, advice and guidance to colleagues and service users

Deal with face-to-face enquiries and answer telephone queries, take messages and direct calls to other staff as appropriate

Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided

May undertake reception duties including dealing with visitors requiring courtesy, tact and diplomacy

### Initiative and innovation skills

Work within school policies and procedures using initiative to prioritise tasks within a working day

Some autonomy to choose most appropriate procedure to complete task

Use of initiative to provide financial administrative support, such as issuing receipts, dealing with supplier issues, process travel and subsistence claims, receive and record monies from pupils and parents/carers, filing, processing orders and invoices, financial data inputting

### Budget accountability

Monitor monthly budgets

Undertake a range of financial procedures such as placing orders, invoicing, preparation of BACS payments, banking cash, producing financial information and data, receive and record monies from pupils and parents/carers.

**Staff accountability**

No staff supervision

**Physical effort**

There is no or very limited requirement to use additional effort and/or strain

### Work environment

The job is based in an office environment within a school which is a pleasant work environment

Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in