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| **St Michael’s Catholic Grammar School** |  |
| *“Love one another, as I have loved you”***Job Description** |
| **Role** | **Senior 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 for lunch taken in negotiation with line manager. |
| **FTE salary range** | Unified Rewards Grade FSchools Finance job family – level 3 |
| **Pro rata salary range** |  |
| **Reports to** | School Business Manager |
| **Supervising duties** | Finance Administrator |

**Purpose**

Provide a full range of finance administrative support to the school

This will include assisting with the design and implementation of the school’s financial procedures and systems and maintaining the school’s accounting system

To work under the direction of the School Business Manager and to supervise other staff within the finance team.

**Key accountabilities**

This list is not exhaustive.

Assist with the design and implementation of the school’s financial procedures and systems

Assist with the preparation/prepare draft annual budget and financial plans

Maintain the school’s accounting system

Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations

Produce financial analysis and reports, including liaising and reporting to the Local Authority

Manage petty cash and ensure appropriate use of school’s bank accounts

Process orders and approve payments ensuring correct financial control is applied

Reconcile accounts

Responsible for adherence to financial regulations and audit requirements and advising on the application of these

Provide general financial advice and guidance to staff, pupils and others

Collate VAT returns and payments

School fund

School trips administration

Administration of gift aid.

Manage stocks of supplies and consumables

May supervise finance staff

May undertake administrative duties

**Knowledge, training and experience**

Working at or towards national occupational standards for accountancy and finance and knowledge/skills equivalent to national qualifications level 4 such as entry level AAT

Experience of working in a finance role

Knowledge of data protection, safeguarding and confidentiality issues

Knowledge and understanding of financial regulations and audit requirements

Knowledge of the school’s accounting and financial procedures

Thorough understanding of appropriate specialised systems and financial procedures

Proficient user of MS Office software and/or other 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 full range of financial administrative support to the school

Use of analytical skills to complete tasks such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation, reconciling accounts, undertake accounting analysis, fulfil audit requirements

Assists with the design and implementation of the school’s financial procedures and systems

**Communicating and influencing skills**

Provide detailed financial information, advice and guidance to head teaches, teachers, other school employees, governors, pupils, parents/carers

Deal with face-to-face and telephone enquiries relating to financial procedures and processes

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

Produce financial analysis and reports, including liaising and reporting to the Local Authority as required

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

**Initiative and innovation skills**

Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements

Use of initiative to interpret and analyse financial information and produce reports as required

Use of initiative in advising on the reason/implication of variances and to make recommendations following monitoring of monthly expenditure

Assist with the design and implementation of the school’s financial procedures and systems and reparation of the draft annual budget and financial plans

Ensure appropriate use of the school’s bank accounts

Responsible for adherence to financial regulations and audit requirements

**Budget accountability**

Assist with the preparation/prepare draft annual budget and financial plans

Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances

Manage petty cash account

Process orders and approves payments

Responsible for adherence to financial regulations and audit requirements and advising on the application of these

**Staff accountability**

Supervises other finance staff

**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