

Job Description

School Finance Administrator (Level 2) (JE No: 2210)

Job title:	School Finance Administrator (Level 2)	Ealing GLPC Grade:	Scale 5
School:		Post No:	
Line manager:	School Business Manager		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	Mornings		

Main purposes of the job

- Under the instruction/guidance of senior staff, provide financial, administrative and general clerical support to the school
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
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Main responsibilities and tasks

Financial Administration

1. Enter transactions into the school's financial accounting system (FMS), including a range of financial procedure such as processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues.
2. Undertake the monthly reconciliation of the School's Journey and Private Accounts.
3. Undertake the monthly reconciliation of the School's online payment system
4. To assist school staff in sourcing suitable products using 'best value' principles
5. To assist with the financial arrangements for school trips/events and producing reconciled accounts
6. Create invoices for funding claims and school supplied services using FMS
7. Chase outstanding payments, reporting any issues to the School Business Manager

Administration

8. Set up new parent accounts via the school's online payment system
9. Provide general clerical/admin support and housekeeping for the school's online payment system
10. Act as point of contact for all parents and staff using the school's online payment system
11. To assist in the administration of staff absence reporting
12. To assist in the administration of school lettings and other use of school premises
13. Maintain manual and computerised records/ management information systems
14. Undertake typing, word processing and other ICT based tasks
15. Provide cover for other members of the administration team as required
16. To undertake any other duties, commensurate with the level of the post, as may be required

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Responsibilities

17. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. To adhere to school health and safety policy including risk assessment and safety systems.
19. To adhere to school policy on equality and diversity.
20. To contribute to the overall ethos/aims of the school.
21. To appreciate and support the roles of other professionals.
22. Attend and participate in relevant meetings as required.
23. Participate in training opportunities and professional development as required.

Signatures – line manager and job holder

Signature of Manager:	Date:	/ /
Signature of post holder:	Date:	/ /
