



Finance Administrator

Grade 5 £15,579 to £16,660 (actual salary)

Hours: 27.5 hours per week and 39 weeks per year

- + Pension Scheme
- + Employee Assistance Programme
- + Additional Brine Leas School Benefits
- + Priority admission for children of staff

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or head@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

To provide efficient and effective administrative support for the financial work of the school. To manage and administer school funds.

Reporting to the Finance Manager

Main Areas of Responsibility

- Administer and control the school fund (including the maintenance of appropriate accounts e.g. school journeys) and administer other school held accounts and processing of all financial documentation (including orders, invoices, banking of income, School Trust Funds) ensuring the proper application of agreed systems and working practices under the Trust's financial regulations and in accordance with proper accounting practice.
- Manage the processing of financial documentation under financial regulations (including liaison with order and invoice staff.) Check and process invoices and complete the relevant BACS runs. Maintain detailed financial records, documentation and working papers in order to ensure consistent audit trails, and a sound basis for technical analysis and decision making.
- Develop and maintain administrative and clerical systems relating to financial and budgetary records and service contracts to ensure the provision of effective administrative services.
- Provide advice to staff/governors to ensure that financial policies and regulations are complied with.
- Research and advise on value for money issues to optimise value and achieve best value for the school.
- Administer and monitor the music tuition service maintaining accurate records on Wisepay and PS Financials.
- Support the staff, students and parents in all aspects of the school's financial matters by providing good customer service and communication.
- Assist with preparing reports on financial matters for the Finance Manager to facilitate decision making processes. Attend meetings where required
- Manage the school uniform sales, determine requirements, stock taking and be responsible for money received for uniform sales.



Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy.
- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance 'Keeping Children Safe in Education' and the school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees must comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

IMPORTANT: THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, **you must, therefore, disclose whether you have any previous convictions at the point of application for this post.**

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	<ul style="list-style-type: none"> English and Maths GCSE, or equivalent, at grade 4 or above. AAT NVQ II, III or IV or willing to undertake training. Extensive experience of Microsoft office packages including excel spreadsheets/databases Adherence to financial Management Standards in Schools Adherence to relevant School policies & procedures Knowledge of Purchase Ledger 	<ul style="list-style-type: none"> Previous experience working in a similar role in a school. Possess a knowledge and understanding of financial procedures & standards within a school environment. Working knowledge of financial regulations Knowledge of School policies and procedures Accounting principles and practice Knowledge of BROMCOM, PS Financials or other bespoke financial packages. Wisepay. An understanding of a school business environment. An ability to write detailed reports Evidence of continuing professional development
Personal Skills, Abilities & Qualities	<ul style="list-style-type: none"> Good literacy and numeracy skills Good interpersonal and communication skills Adherence to confidentiality Good organisational and planning skills, including prioritising tasks Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities Ability to work using own initiative, exercising good judgement where unsupervised Flexibility of approach to work Ability to contribute to the maintenance of accurate work records and inventories Good manual dexterity Good judgement 	<ul style="list-style-type: none"> Experience of working with a range of stakeholders
School Ethos	<ul style="list-style-type: none"> Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels Ability to build and sustain professional standards and personal boundaries with children and young people Emotional maturity and resilience in working in a fast-paced environment Empathy with the aims and objectives of Brine Leas School and The Cornovii Trust Willingness to continue professional development Commitment to maintaining high standards and expectations Commitment to contributing to school life as a whole Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students. 	

Thank you for your interest in our school. We look forward to receiving your application. If you think a career with us is right for you, discover more at:
www.brineleas.co.uk