

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Administration Assistant - Finance</b>	<b>JOB REF NO</b>	<b>AAAD5054</b>
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**BASIC JOB PURPOSE**

To provide a general clerical support and to operate the school's financial systems including budget monitoring, preparation of budget information for senior leaders and Governors and the administration of school trips and visits.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
1.	Develop and maintain administrative systems relating to financial and budgetary control records and service contracts to ensure provision of effective support services.
2.	Develop and maintain administrative systems to provide efficient and effective support.
3.	Monitor and review school budget headings and advise SBM on budgetary position to ensure over/under spending areas are identified and corrective action taken.
4.	Maintain appropriate accounting records for the Nursery, Breakfast/After School Clubs and School Fund. Provide appropriate financial reports/information to school's PTA.
5.	Monitor and control the implementation and virement of funds to ensure that the budget is administered according to the agreed School Development Plan.
7.	Actively promote and support the continuing use of online systems to promote cashless school. Collect and count snack and other cash received maintaining accurate records to ensure that all monies are accounted for banked promptly.
8.	Procurement – review and maintain appropriate procurement practices in line with the school's policies & procedures, including an appropriate contract register and record of any waiver/non-compliance. Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school and monitor the service provided to ensure the optimum use of resources.
9.	Process orders, invoices and sales invoices promptly so that they are accurate and up-to-date; including coding/maintaining accurate records of spend on the school's credit cards.
10.	Support SBM to prepare reports on financial matters for the Governing Body and attend meetings to give advice to facilitate the decision-making process where required.
11.	Support/maintain school pupil data bases to ensure accurate information is available and produce reports from the system to facilitate management decision making and statistical analysis to meet statutory and LEA requirements.
12.	Manage and administer: <ul style="list-style-type: none"> <li>• School trips and visits</li> <li>• lettings of school facilities</li> </ul>
13.	Provide general clerical support when required, including word processing, photocopying, filing, collation of information, distribution of mail, diary management, to ensure efficient and timely information.
14.	When required, act as receptionist to ensure all visitors/enquiries are handled efficiently and effectively.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the SBM/Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.