

Broadwater Church of England Primary School

Job Description: Finance and Admin Officer

Grade: 5
Hours: 30 hours per week Term Time Only (38 weeks)
Responsible to: School Bursar

Main purpose of the role:

To provide finance and admin support to the School Bursar and School Office.

Financial duties

- Research suppliers and prepare purchase orders using school's Financial Management System BROMCOM.
- Process invoices on BROMCOM and prepare payments to suppliers
- Log all income received and prepare the school's banking using FMS for school budget share and School Fund Manager for parent contributions
- To complete school fund and school credit card bank reconciliations.
- Manage the school's Parent Payment system (MCAS) for school trips and events.
- Source best value and bookings for school trips and transportation
- To manage the school contracts register
- Manage and analyse School Fund income against spend to ensure trips are not overspent and follow up on late payments. Assist with school fund audit at year end.
- Assist Bursar and parents with administration and automation of parent payments
- Process journals on FMS when required
- Liaise with F@B - support with fund raising activities
- Inform budget holders informed on their balances with monthly statements
- Administration of Pupil Premium forecast and liaison with Leadership on spend
- Assisting with Pupil Premium reporting
- To manage and maintain the Free School Meals register

Business and Systems

- Update new pupil data on BROMCOM and improve the integrity of the data with assistance from others in office
- Assist Bursar and Office Manager with automating where possible office procedures to manage office workload more effectively.
- To input data into the Single Central Record
- Complete DBS checks into the WSCC system as required.

General/Admin duties

- To provide front office support in dealing with visitors to reception, answering the telephone and receiving post or deliveries into school
- To provide medical support where necessary
- Oversee the organisation and storing of stock replenishing

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify any reconsideration of the grading of the post.

Broadwater Church of England Primary School

Appendix to All Staff Job Descriptions

As part of the team at Broadwater C. E. Primary School, these general principles underpin all job descriptions.

Social

All members of the school will foster good relationships and good manners. They will

- Set an example and encourage children to develop personal responsibility and acceptable behaviour
- Encourage children to keep to our Behaviour Guidelines
- Be a good role model for the pupils, including following our No Smoking Policy.

Health and Safety

- Ensure general safety and care is adhered to at all times
- Assist with First Aid where appropriate certified training has been undertaken
- Be aware of the County Guidelines for Health and Safety and the schools own 'Health and Safety Policy'

Confidentiality

- Refer parents who approach you for information to the class teacher or headteacher
- Maintain strict confidentiality about all school matters
- Show loyalty to the school community

Child Protection and Safeguarding the Welfare of Pupils

- Following the schools Child Protection Procedure and Guidelines for Working with Children and Young People
- Report any Child Protection issues or concerns to the Child Protection Officer with responsibility for promoting and safeguarding the welfare of pupils