



Morley Memorial Primary School

Job Description and Person Specification

Finance/Administration Officer

October 2021

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Finance/Administration Officer at Morley Memorial Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form and covering letter to office@morley.cambs.sch.uk



Job Description

Post Title	Finance/Administration Officer
Salary	2020 NJC 5-6 £19,312-£19,698 FTE (pro-rated for part time work)
Hours of Work	37 hours per week during term time (plus approx. 5 days during the school holidays)
Responsible to	Business and Community Development Manager Office Manager

Supervisory responsibilities: None

Purpose of the job:

- To provide effective management of the school finances in conjunction with the Business and Community Development Manager.
- Ensuring that proper accounts are kept.
- Maintaining and inputting data onto computerised financial management systems and ensuring that information contained therein is up to date, accurate and complies with relevant legislation and policy.
- To support the school in attaining its aims and objectives by providing an effective administration and clerical service within the establishment.

Main Activities and Responsibilities:

Finance (40%)

- Administration of purchase ledger, in conjunction with the Administrative Assistant, including the process of purchase orders, recording of delivery notes and the setting up and maintenance of supplier details. The exact division of work will ensure that financial procedures are being adhered to at all times.

- Administration of all payment processes, including logging of creditor invoices, raising cheques, making BACS payments, ensuring appropriate authorisation, system processing, payment and filing system maintenance.
- Regular monitoring of income and expenditure, including the production of annual and monthly finance and payroll returns using the FMS and Orovia financial management systems, together with submission of the reports to the local authority and dealing with any queries arising
- Administration of on-line payment system
- Analysis and action on creditor statements and acting as lead contact for the school on creditor related queries
- Administration of school lettings including raising invoices, system processing and filing system maintenance
- Actively monitoring payments received, outstanding debt through generation of reports and completion of subsequent enquiries for reporting to the Business and Community Development Manager
- Ensure the safe collection, safekeeping, receipting, reconciliation and banking of all cash transactions, in conjunction with the other members of the office team, to ensure all financial procedures are adhered to
- Filing of all financial documentation and maintenance of archiving system in line with GDPR requirements
- Deal with budget holder queries and raising budget holder transaction reports when required
- To support the creation of the school budget each year and ensure that budget accounting is accurate during the financial year by identifying the need for budget virements
- To support the Business and Community Development Manager in ensuring the school has robust financial controls in place including adhering to the school's debt management policy
- To ensure the school complies with School Financial Values Standard requirements in consultation with the Business and Community Development Manager
- To prepare regular updates of budget income and expenditure, as required by the Business and Community Development Manager, for the Governor's Resources Committee
- Be the first point of contact for staff, and third parties, in relation to finance issues and queries including the creation and distribution of reports, advice and analysis to aid decision making
- Completion of bank reconciliations for the school bank account
- Completion of monthly payroll reconciliation to ensure accuracy
- Completion of VAT returns to ensure that the school complies with VAT legislation

- Ensure appropriate insurance cover is in place for school property, buildings and personnel
- Provision of procurement overview, assisting in ensuring best value for money is maintained including maintenance of preferred supplier lists and analysis of competitors
- Responsibility for finance system integrity and data maintenance
- Support in provision of information to internal auditors as required

Administration support (60%)

- To serve as the friendly, welcoming face of the school for all visitors, responding to queries from staff, parents and visitors in person, by phone and email. Contribute to maintaining the security of the site by ensuring visitors to the school are welcomed and signed in in accordance with Safeguarding procedures
- Maintain the reception area ensuring the reception and foyer are welcoming, free of clutter and well organised.
- Managing incoming calls, answering queries, transferring to the appropriate extension or taking relevant messages and ensuring accurate information is passed on to staff in a timely manner.
- Checking disclosure and barring service (DBS) information for all visitors to site who will be unaccompanied in the building and updating the Single Central Record (SCR) accordingly.
- Entering data into school systems
- Maintain filing systems and filing of any paper records
- Annual data collection from parents and update of MIS system
- Retrieving and posting pupil files when a child leaves the school
- Updating and maintaining the online calendars and diaries and scheduling appointments
- Using school systems such as Parentmail to send correspondence to parents and other members of the school community including as governors and staff.
- Supporting the administrator responsible for HR with recruitment and on-boarding of new staff.
- Opening the post and distributing to members of staff as appropriate
- To assist with the organisation, coordination and delivery of facility management services

- To ensure health and safety incidents are recorded
- To ensure that all communication (by phone, fax, e-mail, in person) is delivered to the standard required by the school and the Local Authority

Other duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale
- To undertake other reasonable duties commensurate with the grade of the post

Conditions of service

- The conditions of service are governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the school governors

Commensurate statement and Equal Opportunity

- The post holder will undertake any other duties required commensurate with the grade and seniority of the post. S/he will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

Morley Memorial Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Morley Memorial Primary School

Finance/Administration Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● GCSE Maths and English ● Previous experience of working in an office environment in some form of finance capacity ● Experience of working in a customer facing admin role ● Successful DBS and safeguarding clearance 	<ul style="list-style-type: none"> ● Previous work in a school office ● Educated to A level or degree standard ● Relevant finance qualification (A level, NVQ, degree)
General skills / experience	<ul style="list-style-type: none"> ● Demonstrate initiative and ability to work on your own as well as part of a team ● Ability to prioritise workload, possessing excellent time management and organisational skills ● To be able to work under pressure and meet multiple deadlines whilst still ensuring the accuracy of your work ● Maintain confidentiality at all times ● Have well-developed interpersonal skills including the ability to problem-solve, collaborate, and be adaptable ● Be able to communicate effectively to a range of audiences (other professionals, staff, parents etc) in different settings (in person, on the telephone, by email etc) ● Committed to high standards in all areas of working life, combined with a desire and ability to promote the values and ethos of the school ● Demonstrate resilience, determination and a positive outlook ● Approachable, empathetic, punctual and reliable ● Fluent in written and spoken English 	<ul style="list-style-type: none"> ● Knowledge and experience of procedures relating to child protection, health and safety and confidentiality

Management skills	<ul style="list-style-type: none"> • An ability to model a “can do”, flexible attitude 	
IT skills	<ul style="list-style-type: none"> • Confident and competent in use of IT to include Microsoft Office and Gmail suite 	<ul style="list-style-type: none"> • Experience of using school specific software such as SIMS, FMS, Orovia etc
Finance / HR skills and experience	<ul style="list-style-type: none"> • Have basic knowledge of accounting principles • Have experience of monitoring a budget and analysing financial reports 	<ul style="list-style-type: none"> • Experience in school finance, book-keeping or demonstrable equivalent experience • Familiarity with payroll systems