

## **JOB DESCRIPTION: Finance & Admin Officer**

**School:** London East Academy & Al Mizan School  
**Contract:** Full Time, Permanent  
**Report to:** Head Teacher  
**Hours:** 37.5 hours  
**Timings:** 7:30am to 3:30pm

### **PURPOSE OF THE JOB**

Manage financial, personnel, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Management of administrative/clerical staff. Working closely with the Head Teacher to provide support and information as necessary to enable Trust reporting, liaison with auditors and meeting statutory requirements.

### **DUTIES & RESPONSIBILITIES**

#### **FINANCE**

- Maintain manual and computerised financial records
- Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc
- Assist the Head teacher in the preparation and monitoring of the budget, and advise on any important budgetary considerations
- Produce and evaluate financial reports as required
- Attend relevant management/Governor committee meetings to offer advice as required
- Deal with budget queries, advising on solutions where appropriate
- Undertake monthly reconciliation of finances
- Complete and submit financial returns
- Provide assistance to the ELMT Finance Officer and external auditors with the preparation of end of year accounts
- Be responsible for the security of unused cheques and other controlled stationery
- Helping to ensure the school is following 'Best Value' procedures
- To supervise the preparation of school monies and make appropriate arrangements for banking
- Be responsible for issuing of invoices and collection of monies due to the school
- Ensure preparation of orders, check full receipt, ensure payment of goods and services
- Undertake administrative tasks relating to licences held by the school
- Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records
- Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies
- Be responsible for maintaining the school inventory
- Continually evaluate all finance systems to ensure they are effective and efficient
- Administer monthly payroll
- Manage school fees collection

## **PERSONNEL**

- Maintain manual and computerised personnel records
- Be responsible for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts
- To maintain the school's Single Central Record in respect of the Disclosure and Barring Service. Ensuring that DBS checks are carried out where required
- Be responsible for all administration arising from staff absence
- Be responsible for recording, monitoring and claiming overtime and other subsistence claims
- Maintain records of supply teacher employment and arrange monthly pay claims
- Advise school staff on pay and other personnel related matters
- Assist in the recruitment of staff, including drafting adverts, drafting or evaluating job descriptions, assisting with interviews

## **ADMINISTRATIVE**

- To take responsibility for dealing with complex enquiries or difficult visitors to the school
- Act as confidential secretary to the Head teacher
- To draft correspondence, policies and other documentation to the Headteacher's specification
- Arrange for updating, publishing etc of school handbook, prospectus and other documents
- Complete such returns as may be required by the EFA, DfE etc
- Undertake project/research work as required
- Develop and implement appropriate administrative systems/procedures
- Take minutes
- Note down all staff absence and arrange cover, if required call external agencies

## **GENERAL**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

## **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the ELMT Equal Opportunities policies and ensure anti-discriminatory practice within East London Mosque Schools.

## **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the Headteacher.

## **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Headteacher

## Person specification/selection criteria

Finance and admin officer @ LEA

			Essential	Desirable	Evidence			
					Application Form	Documentation*	Observation	Interview
Qualifications	1	5 GCSE (or equivalent) results Grade C or above including Maths and English	✓		✓	✓		
	2	Evidence of commitment to continuing professional development	✓		✓			✓
Knowledge	3	A high level of computer literacy i.e. intermediate skills in Word, Excel and Outlook to enable the preparation of reports, documents, mail merges and spreadsheets	✓		✓		✓	✓
	4	Excellent time management skills and the ability to remain calm and focussed under pressure	✓		✓			✓
	5	Excellent organisational skills, able to handle multiple tasks and meet deadlines	✓		✓			✓
Experience	6	Experience of working in the education sector	✓		✓			✓
	7	Use of ICT including Excel, dedicated finance management packages and management information systems	✓		✓			✓
	8	Experience of administering budget and financial matters in a school or other large complex organisation		✓	✓			✓
	9	Admin experience including the management, development and operation of admin systems and procedures	✓		✓			✓
	10	Experience of working in a busy fast paced environment	✓		✓			✓
Other	11	Excellent communication skills (including written, oral and presentation skills) with the ability to draft correspondence	✓		✓		✓	✓



12	Willingness to work collaboratively and as part of a team	✓		✓			✓
13	Ability to maintain a high level of accuracy and confidentiality	✓		✓	✓		
14	Be committed to the wider academy life and willing to engage in a range of extra-curricular activities	✓		✓			✓
15	Have a good understanding of safeguarding and ways to promote the welfare of children	✓		✓	✓		✓