



Finance and Admin Officer

Job Description

Post	Finance and Admin Officer
Scale	G5 £18,745 to £21,268 (Starting at £9.72 per hour)
Responsible to:	Head Teacher or Area Business Manager
Core Purpose	To Provide a full range of finance and administrative support to the School.
	Key Tasks & Responsibilities
	<ul style="list-style-type: none"> • Manage the school's clerical support and front of house and the staff that work within it. • Ensuring that all financial systems and processes operating within the School are in accordance with the LAAT Finance Policy • Processing purchase orders and invoices in line with the LAAT Finance Policy and in a timely and accurate manner • Maintaining the creditors/debtors ledger and working with the central finance team to resolve any issues • Generating weekly payment runs for submission to the central Finance Team and ensuring that suppliers are paid within agreed terms • Handling, processing and reconciling petty cash • Raising sales invoices in accordance with the Finance Policy and ensuring that these are posted to the sales ledger in a timely and accurate manner • Ensuring that payments due to the School are collected, posted to the accounting system and banked promptly • Reviewing the sales ledger and working with the central Finance Team to resolve any issues • Monitoring the use of the procurement card and ensuring that transactions are posted to the accounting system in a timely and accurate manner • Ensuring that all other ad hoc transactions are posted to the accounting system in a timely and accurate manner • Maintaining staff personnel files and ensure compliance with pre-employment checks • Updating the staff personnel database • Obtaining quotes for routine maintenance work within the school premises in line with the purchasing procedures set out within the LAAT Finance Policy • Arranging for minor maintenance and repairs within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation • Maintaining the School SCR
	Management of People
	To supervise the day-to-day allocation of work and monitor outcomes and to

	support the Area Business Manager in their day-to-day supervision of staff as a requirement.
	Creativity & Innovation
	<ul style="list-style-type: none"> • Work requires innovative approach and the ability to change focus and tasks as required
	Contacts & Relationships
	<ul style="list-style-type: none"> • Day to day contact with staff and external bodies, contractors and suppliers • There will be a close working relationship with the Headteacher • The role will require close liaison with the central finance team and HR
	<p>Decisions</p> <p>The post holder will be expected to use initiative and judgment to ensure that priorities are determined and followed. There will be an expectation that the post holder will seek ways to ensure best practice and best value.</p> <p>The consequence of decisions made by the post holder could impact on the direction and development of the School and the LAAT as a whole.</p>
	Resources
	<ul style="list-style-type: none"> • General office equipment needed to carry out tasks, such as PC, photocopier and audio equipment • Financial software required for the financial management of the School
	Work Environment
	<ul style="list-style-type: none"> • The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task. • Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable, along with interruptions throughout the day. • The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. • Physical demands- General office work may involve periods of working at a computer and standing at a photocopying machine. • Working conditions- Work is carried out in a well-lit/ventilated office environment.
	Knowledge & Skills
	<ul style="list-style-type: none"> • Requires knowledge of accounting and financial procedures to be able to maintain accounts, produce financial reports and to be conversant with senior leaders in these areas. • Requires analytical skills and the ability to adapt to changing priorities.
	General
	<ul style="list-style-type: none"> • The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	Health & safety
	<ul style="list-style-type: none"> • The postholder is required to carry out the duties in accordance with the

	Trust's Health and Safety policies and procedures.
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school	