



Edenham C. of E. Primary School

Edenham, Bourne, Lincs, PE10 0LP
Headteacher Mrs Kris Radford-Rea

Tel: 01778 591207 Fax: 01778 591196

Email: enquiries@edenham.lincs.sch.uk www.edenham.lincs.sch.uk



FINANCE AND ADMINISTRATION OFFICER

Would you like to be part of a team who aim to inspire and encourage our children to believe in their ability to succeed through learning?

Edenham Church of England Primary School are seeking to appoint a Finance and Administration Officer to start Monday, 16th April 2018 or as soon thereafter. The post holder will be required to work 18 hours per week, term time only plus one additional week. The role would be considered permanent, subject the relevant probationary periods.

The salary would be reflective of the role at Scale Point 19 to 23 (£18,745 to £21,268 FTE)

We are seeking candidates who:

- Are self-motivated and show initiative.
- Have a high level of attention to detail
- Can remain focused in a busy environment
- Will be able to work as part of a team to achieve the very best for our children.
- Have a sense of humour.

Main Responsibilities:

- 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



In return, we can offer you an excellent training package with many opportunities to develop your career:

- Working with fantastic children who want to have fun and learn
- Develop your skills and contribute to the on-going development of our successful academy
- Join a very professional and able staff team

Visits to our school are more than welcomed and are encouraged.

Closing date – Monday, 12th March 2018

Short listing will take place – Tuesday, 13th March 2018

Interviews to be conducted on or about the Thursday, 27th March 2018

Application forms and supporting documents can be downloaded from the school's website.

The LAAT promotes diversity and wants a workforce, which reflects Christian Value. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

The LAAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS