




Job Description



JOB TITLE: ADMIN ASSISTANT / FINANCE ASSISTANT	REPORTS TO: Finance Manager
FULFORD SCHOOL	GRADE: 4
1.	MAIN PURPOSE OF JOB To provide an efficient and effective administrative / finance support service in support of the Schools operations under the guidance and direction of the Finance Manager / Office Team Leader.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES: <ul style="list-style-type: none"> - To be responsible for specific administrative functions and to monitor and develop existing processes and procedures. - Clerical support (filing/faxing/photocopying). Sort and distribute post. Taking bookings/hiring out facilities, this may include supporting extended school activities. Implement routine in-house administrative processes. Process requisitions, invoices, routine orders and payments. Arrange appointments. Minute meetings. - Collect, bank, balance and maintain accounts for monies. Manage a budget area. Produce purchase orders. - To answer incoming telephone calls, respond to requests for information and disseminate accurate messages. - To produce standard and individual letters, documents and reports within set guidelines and timescales. - Supervise the work of other staff including the provision of on the job training. - Support the management of trip budgets on a day to day basis, maintaining in-house finance systems.
3.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> - Subject to supervision, established procedures, practices and routines. - Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise. - Design and apply IT systems to support the work of the team under the direction of the line manager. - Develop new ways of presenting information through ICT systems. - Creation of internal documentation. - Ability to give advice and seek information from pupils/parents.
4.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> - Dealing with complex issues requiring diplomacy and tact to resolve. - Daily contact with staff, pupils, parents, Governors. - Contact with external stakeholders such as suppliers, contractors.

5.	DECISIONS – DISCRETION & CONSEQUENCIES <ul style="list-style-type: none"> - Management of personal day to day workload. - Working without close supervision but subject to established procedures, practices and routines. - Judgement when providing solutions to problems. - Use discretion when responding to enquiries ensuring no breach of confidentiality. - Make modifications and adjustments to practices. - Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents.
6.	RESOURCES – FINANCIAL & EQUIPMENT <ul style="list-style-type: none"> - Use of normal office equipment. - Responsible for the accurate handling and security of small sums of cash and cheques.
7.	WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT <ul style="list-style-type: none"> - Required to work consistently in line with the strict deadlines set by the Office Team Leader and school operations. - The role is largely office bound but sometimes involves moving around the school premises. - Working in a normal office environment. - There may be a risk of abuse from some pupils/parents and a risk from contagious illness

8.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> - Computer literacy, numerate, experience within a finance environment. - A good understanding of a number of routine administrative work procedures. - Practical knowledge of various computer software packages. - Ability to input and report accurately on a range of data. - Ability to communicate effectively at all levels. - Ability to organise own work and that of others. - Understanding of SEN and child protection issues.
9.	<p>POSITION OF JOB IN ORGANISATION STRUCTURE</p> <p>Office Team Leader / FINANCE MANAGER</p> <p style="text-align: center;">  </p> <p style="text-align: center;">ADMIN. / FINANCE ASSISTANT</p>
N.B.	<p>Content of job description agreed / effective from 01/09/2019</p>