



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Finance and Administration Officer (Westoe Crown Primary School)

GRADE: Band 5

LINE MANAGER: School Operations Manager

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

Organise and monitor administrative and finance systems within the school. Contribute to the planning, development and monitoring of support services, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.

KEY TASKS OF POST:

Administration:

- Liaise with Head Teacher and present information at designated meetings as required.
- Respond to correspondence as appropriate.
- Provide support to Head Teacher and staff as required.
- Assist in the development and implementation of school administrative and finance procedures.
- Provide administrative support as required, including insurance issues.
- Undertake research and obtain information to inform decisions.
- Be aware of Health & Safety issues in relation to VDU screens and office practice.
- Monitor stock control of resources and order as required using Best Value practice.

Finance:

- Work with the Head Teacher and financial advisers to plan monitor and evaluate budgets, producing 3 year and 5 year estimated forecasts.
- Take the lead in ensuring that all necessary financial and resource policies are in place to meet financial standards.
- Input all financial data and reconcile school/LIA accounts monthly.
- Prepare and produce end of year finance reports.
- Be responsible for the selection, management and distribution of resources and ensure appropriate stock levels are maintained.
- Take a lead role in procurement.
- Monitor service contracts.

- Identify the need, and be responsible for securing appropriate school licences and insurance.
- Manage lettings and associated income.
- Manage/operate all the school's financial administration procedures including the recording of all cash handling activities and the collection of debt associated with these.
- Manage and monitor expenditure within an agreed budget.
- Liaise with other admin staff re expenditure for providing the school's extended services provision.
- Maintain and monitor the school private fund account producing monthly returns.
- Attend regular internal finance meetings to present on-going budget summary.
- Collate information to produce governor's handbook and financial procedures manual.

Responsibilities:

You will contribute to the overall school's achievement of its objectives. You will:-

- Comply with the schools policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection within the school, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop and maintain constructive working relationships with other members of staff/agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support other.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety and for the safeguarding of children.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: CH/CL

Date: 19.11.19