

# Felpham Community College Job Description



## Finance Assistant

<b>Core purpose:</b>	To provide administrative support for educational visits, online payments and cashless catering systems.  To provide financial administrative support for the school's voluntary fund.
<b>Reporting to:</b>	School Business Manager
<b>Hours</b>	30 hrs per week  Monday to Friday (8:30am to 3:00pm) – 30 minute lunch break to be taken outside the school's main lunch break.
<b>Grade</b>	6 (SCP 9 - 12)
<b>Grievance Officer</b>	Headteacher

### Responsibilities:

#### Educational Visits Administration

- Provide information, advice and support to the Educational Visits Coordinator (EVC) regarding educational visits (i.e. school trips) in accordance with West Sussex County Council (WSSCC) and Felpham Community College (FCC) policies and procedures. This includes reading and interpreting terms and conditions when booking educational visits and completing claims for travel insurance.
- Provide information, advice and support to school staff when organising and leading educational visits in accordance with West Sussex CC and Felpham CC policies and procedures.
- Provide system administrator support for the school's information systems that are used to manage and support educational visits. This includes:
  - Operoo ( <https://www.operoo.com/> ) is used to collate information required in an emergency and parental / carer consents;
  - ParentPay ( <https://www.parentpay.com/> ) used to collect payments for school trips.
- Provide information to various officers, including the attendance officer, in advance of educational visits regarding students who will be out-of-school so that attendance registers can be updated etc.
- Provide information and equipment (e.g. mobile telephones) to staff who are leading educational visits.

#### Cashless Catering System

- To provide system administrator support for the school's cashless catering system including:
  - liaising with the Data & Exams Office to ensure that all students have appropriate parental approval for the use of biometric data;
  - assisting with the annual registration of the new intake students;
  - ensuring that new members of staff and new students are registered on the cashless catering system as and when required;

- updating the cashless catering system on a daily basis to reflect changes to students and staff accounts e.g. receipting payments, providing temporary loans or overdrafts or issuing cashless catering cards; and
- liaising with the school business manager and / or catering manager in all aspects of the cashless catering system.

### **School Voluntary Fund**

- Ensure that all cash received in relation to the school's voluntary fund is counted, recorded and banked promptly.
- Ensure that all income and expenditure relating to the school's voluntary fund is recorded promptly and accurately.
- Ensure that the school's voluntary fund bank account is reconciled on a monthly basis.
- Ensure that the school's voluntary fund financial accounts are prepared and audited as soon after the end of the financial (31<sup>st</sup> August) as possible.

### **School Budgeting & Accounting**

- In co-operation with the finance officer, monitor the [finance@felpham.org.uk](mailto:finance@felpham.org.uk) inbox and action emails received.
- Raise purchase orders and record the details in accordance with the school's policies and procedures.
- Process purchase ledger invoices that have been authorised for payment.
- Provide support for other tasks in relation to the school's financial accounting systems as and when required.

### **Access Control System**

- Provide administrator support for the school's access control system including the issuing of new and replacement access card to staff, sixth form students and other nominated people.

Any other administrative task that are appropriate for this post including following emergency evacuation procedures with respect to the school's fire alarm.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.
5. There is a regular and intrinsic requirement to communicate with members of the public.

## Person Specification – Administration Officer

Essential	Desirable
<ul style="list-style-type: none"> <li>• Professional appearance, conduct and demeanour.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent communication skills and the ability to handle confidential issues sensitively.</li> <li>• Ability to work in a busy office environment and able to take initiative to develop a flexible approach.</li> <li>• Tact, diplomacy and sensitivity.</li> </ul>	<ul style="list-style-type: none"> <li>• Current DBS Enhanced Disclosure</li> <li>• First Aid qualification</li> <li>• Working in a school office environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of processing financial transactions and preparing summary of accounts.</li> <li>• Experience of working in office administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of educational visits in a school.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of working with and using office administration systems (e.g. email, word processor and spreadsheet etc).</li> <li>• Experience of working with information systems (i.e. database information systems).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft 365 (previously known as Office 365).</li> <li>• Experience of using Microsoft Excel including the use of pivot tables and other advanced formulas.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven record of attendance and punctuality.</li> </ul>	

## Further Information

<b>Probationary period</b>	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
<b>Notice period</b>	During the six months probationary period - one week, four weeks thereafter.
<b>Salary</b>	Paid on 24 <sup>th</sup> of every month into a bank account, except in December when payment is made earlier.
<b>Increments</b>	All increments are subject to satisfactory performance. If starting between 1 <sup>st</sup> April and 30 <sup>th</sup> September, the increment will be on 1 <sup>st</sup> April the following year. If starting between 1 <sup>st</sup> October and 31 <sup>st</sup> March the increment will be 6 calendar months after the date of commencement and then 1 <sup>st</sup> April until the top of the scale is reached.
<b>Pension</b>	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
<b>Other details</b>	All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the <b>originals</b> of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.