

**Job Description**  
**Admin, Finance and HR Officer**

**Grade 5**

The post holder will report to the Business Manager. Apart from other colleagues in the school, main contacts of the job are the, Headteacher, administrative staff, teaching staff, other support staff and pupils.

**Main Purpose of the Job**

To work collaboratively with all staff and parents in order to support pupil wellbeing and to promote the five outcomes of Every Child Matters.

To assist the School Business Manager in providing a comprehensive and accurate financial and human resources administration service to the school.

To ensure the smooth-running and input of relevant data to the payroll process.

To assist the Business Support Manager in the efficient and prudent management of the school's finances.

**Main Duties and Responsibilities**

- 1 Assist the Business Support Manager in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial administration service.
- 2 Assist the Business Support Manager with the provision of a comprehensive and accurate human resources administration service to the School, to include the recording of staff absences and leave, the drafting of letters, administering the DBS checking process, and the administration of the recruitment and selection process.
- 3 Ensure the smooth-running and input of relevant data to the payroll process, including the day-to-day management of the payroll provider, ensuring service level agreements are met, the electronic personnel files are accurate and up to date, and data is collated and submitted as required.
- 4 To assist senior administrative support staff in maintaining an efficient and responsive support and word processing service to the school, ensuring expectations of high service standards are met.
- 5 Analyse staff absence, alerting the appropriate staff when Attendance Management Reviews are required. Provide statistical information to the Business Support Manager regarding staff absence levels.
- 6 Be aware of school policies alerting appropriate senior staff when they are due for re-approval. Ensure appropriate policies are distributed to staff.
- 7 Arrange payment of invoices, liaise with suppliers as appropriate and raise invoices relating to lettings.
- 8 Undertake routine financial administration procedures, ensuring that work is accurate, of a high standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial reporting.

- 9 To be responsible for administration of school cash where appropriate, including the logging of cash received in school.
- 10 Prepare regular and ad-hoc material, both manually and through computerised systems as requested by the Business Support Manager.
- 11 Maintain the asset inventory and assist in the school's asset management process, alerting the Business Support Manager to any areas of concern.
- 12 Maintain contract information, alerting the Business Support Manager to contract end dates.
- 13 To maintain, record and update all administrative information systems and procedures as required, including retrieving and collating information to a high standard.
- 14 To undertake reception duties, dealing with routine and face and face enquiries and signing in visitors.
- 15 To provide an efficient, accurate word processing support service, carried out to a quality and professional standard.
- 16 To maintain manual and computerised records and to use IT systems effectively to provide reports and statistics.
- 17 Maintain accurate books of accounts and computer records, which record the school's financial transactions, including order forms, invoices, cash, receipts and other paperwork.
- 18 To ensure accuracy and confidentiality of all information produced.
- 19 To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- 20 To undertake personal development to improve own practice
- 21 To assist with pupil first aid and welfare duties under the agreed system for the school to ensure the safety and welfare of pupils.
- 22 Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- 23 To converse at ease and provide advice in accurate spoken English is essential for the post.

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

## **Person Specification**

### **Admin, Finance and HR Officer**

#### **Grade 5**

#### **For this job we are looking for:**

A commitment to the Catholic life of the school

A knowledge and understanding of the principles and practices of finance, and experience of working in an administration and financial environment.

Effective written and verbal communication skills to liaise with a wide range of people at all levels.

Possess good numeracy skills.

An understanding of the requirements for ensuring an efficient payroll and personnel system.

A knowledge and understanding of human resources administration.

Experience of analysing financial information.

Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.

Excellent IT skills and the ability to use financial management software packages or similar systems.

Ability to develop and review financial systems and procedures and implement improvements.

Effective communicator, both verbally and in writing, with an ability to relate to all adults and children at all levels of seniority.

Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.

Ability to keep accurate financial and personnel records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Excellent organisational skills.

Willingness to attend any training courses as may be required in the future.

Willingness to abide by the City Council's and Governors' various policies.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

#### **Personal style and behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).