

GRADE:	NJC Grade 4 (Point 5 - 6)
ACCOUNTABLE TO:	Finance Manager (SBM / ASBM)
LOCATED AT:	Central (Office Base Burgess Hill)

MAIN PURPOSE

To provide financial support to the Finance Manager, undertaking administrative, financial and organisational processes within the College.

To assist the Finance / Business Team as required, aiding with planning and developing of support and financial services.

KEY DUTIES AND ACCOUNTABILITIES

- ✦ Under the direction of the Finance Manager to maintain the schools accounting systems (electronic and manual) undertaking general financial administration in accordance with relevant legislation
- ✦ To process orders and invoices in the schools accounting system.
- ✦ To reconcile invoices, statements, credit notes, delivery notes as required.
- ✦ To receive and process monies/income/orders/invoices, liaising with the Finance Manager / Business Manager where necessary
- ✦ Support the Finance Manager in the monitoring and recording of petty cash, instructing and supervising staff responsible for petty cash expenditure at each of the 6 locations
- ✦ To support the Finance Manager / Business Manager in processing claims, including insurance claims
- ✦ To monitor orders and expenditure, ensuring Best Value is applied at all times
- ✦ To record and monitor income and expenditure against budget headings, reporting to the Finance Manager / Business Manager any concerns
- ✦ To provide general order / finance support and guidance to all Business Support Assistants as required.
- ✦ To work constructively as part of a team delivering a flexible administrative and financial service, creating and managing financial spreadsheets.
- ✦ To act as the first point of contact for suppliers ensuring value for money, managing supplier accounts and dealing with queries
- ✦ To cover reception and general secretarial duties when required, providing cover at WSAPC offices across West Sussex as necessary
- ✦ To contribute to the planning, development and organisation of support service systems/procedures/policies
- ✦ To operate relevant equipment/ICT packages (i.e. Microsoft Office, SIMS, FMS)
- ✦ Maintain School Asset Register as required



- ✦ To monitor and maintain levels of central stock / supplies e.g. uniform, stationary, refreshments etc. raising orders and distributing as required.
- ✦ To process staff training forms

GENERAL

- ✦ Be aware of and comply with policies and procedures relating to finance, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ✦ Responsible for the care of, accuracy, confidentiality, security and maintenance of finance related manual and/or computerised information, including the development of relevant computerised management information systems and the maintenance of procedure manuals and forms, disseminating changes to relevant staff
- ✦ Remain up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
- ✦ Be aware of and support difference and equal opportunities for all
- ✦ Contribute to the overall ethos/work/aims of WSAPC
- ✦ To establish constructive relationships and communicate with other agencies and professionals
- ✦ Attend and participate in relevant meetings as required
- ✦ Support in other WSAPC Centres as required
- ✦ Participate in training, other learning activities and performance development as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others, coaching and mentoring junior staff
- ✦ The work may sometimes involve exposure to people or subject matter, which occasionally place emotional or environmental demands on the job holder

Signed: (post holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ Maths and English at GCSE or equivalent
- ✦ Working knowledge of administrative processes, school policy and procedures in an educational environment (desirable)
- ✦ Excellent knowledge of a wide range of ICT software, particularly Office 365.

Experience

- ✦ Experience of financial systems (FMS) in a school environment (*Desirable*)
- ✦ Experience of financial processes including financial record keeping
- ✦ Experience in liaising with suppliers and contractors

Skills and Abilities

- ✦ Excellent literacy and numeracy skills in order to understand written instructions, budget monitoring and financial processes
- ✦ Attention to detail in order to input data accurately, clearly and concisely, either verbally or in written/electronic form
- ✦ Ability to organise, plan and meet deadlines e.g. for VAT returns, DfE submissions, project organisation
- ✦ Proven ability to work under pressure and to tight deadlines
- ✦ An ability to maintain focus at times of unforeseen difficulty and uncertainty
- ✦ Strong organisational skills/business administrative skills
- ✦ Strong interpersonal skills to engender trust in staff and others
- ✦ Ability to work co-operatively as a team member, whilst also working on own initiative
- ✦ Ability to maintain confidentiality

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- ✦ Able to move between locations across West Sussex

