



St Mary's CE VA Primary School Finance/Office Manager Job Description

Name	
Job title	Finance/Office Manager
Hours	35 hours per week Monday-Friday 8.30am-4.00pm
Grade	Band 4 Points 26-30
Reports to	Headteacher
Responsible for	Administrative Assistant
Liaison with	Staff, pupils, parents/carers, external agencies, LA staff, Governors, members of public
Job purpose	Manage financial, personnel, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Management/Leadership of administrative assistant.
Duties	
Finance	<ul style="list-style-type: none"> • Maintain manual and computerised financial records • Be responsible for financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc • Assist the Headteacher/Governing Body in the preparation and monitoring of the budget, and advise on any important budgetary considerations • Produce and evaluate financial reports as required • Attend a governing body meeting in the evening, once per term to give reports and offer advice as required • Deal with budget queries, advising on solutions where appropriate • Undertake monthly reconciliation of finances • Complete and submit financial returns • Be responsible for security of unused cheques and controlled stationery • Helping to ensure the school is following 'Best Value' procedures • To supervise the preparation of school monies and make appropriate arrangements for banking • To oversee the effective running of the school's cashless payment system and ensure that parent/carer accounts are kept up-to-date for school meals, breakfast and teatime club. • Be responsible for issuing of invoices and collection of monies due to the school • Ensure preparation of orders, check full receipt, ensure payment of goods and services • Undertake administrative tasks relating to licences held by the school

	<ul style="list-style-type: none"> • Be responsible for filing, security and retrieval of financial data, including daily and termly backup of computerised records • Ensure all financial administration is carried out in accordance with appropriate LA and school financial regulations and policies • Be responsible for maintaining the school inventory • Continually evaluate all finance systems to ensure they are effective and efficient • Administer monthly payroll • Be responsible for the administration and financial arrangements for school trips, liaise with teaching staff, parents/carers and advise Headteacher on progress with these • Manage the financial arrangements for children having peripatetic music tuition and liaise with parents/carers • Be responsible for purchasing stamps and balancing the stamp book
HR	<ul style="list-style-type: none"> • Maintain manual and computerised personnel records • Maintain staff training records including First Aid, Safeguarding and Health and Safety. Provide certification for in-house training • Be responsible for all administration associated with the appointment, allocation and resignation of staff and volunteers, including pre-employment checks, payroll documentation and contracts • Maintain the Single Central Record • Be responsible for all administration arising from staff absence • Be responsible for recording, monitoring and claiming mileage, overtime and other subsistence claims • Maintain records of supply teacher employment and arrange monthly pay claims • Advise school staff on pay and other personnel related matters • Assist in the recruitment of staff, including drafting adverts, drafting or evaluating job descriptions and assisting with interviews • Advise Headteacher/Governing Body on pay and ensure that contractual matters are effective and efficient
Administrative	<ul style="list-style-type: none"> • Be responsible for administration of school lettings, liaising with the site manager and hirer as required • To take responsibility for dealing with complex enquiries or difficult visitors to the school • Act as confidential secretary to the Headteacher eg. taking minutes at confidential meetings • To draft correspondence, policies and other documentation to the Headteacher's specification • Arrange and keep up to date with the schedule for updating, publishing etc. of Finance Regulations, Pay Policy and other documents related to effective financial and personnel management, including the Office Procedures Manual • Complete such returns as may be required by the LA, DfE etc • Oversee accurate completion of the termly school census

	<ul style="list-style-type: none"> • Word processing, creating and completing spreadsheets as required • Send out school communications as necessary and provide copies to relevant staff and governors • Check and manage emails on a daily basis, ensuring that these are forwarded as necessary and dealt with effectively • Undertake project/research work as required • Develop and implement appropriate administrative systems/procedures • Stand in as a clerk to the governing body if necessary • Keep up to date with local developments through the Essex Infolink and weekly newsletter and pass on information to the administrative assistant/headteacher as necessary • Maintain the school diary effectively • Distribute school post • Update website and upload information as necessary
Leadership and Management	<ul style="list-style-type: none"> • Manage all clerical/administrative operations • Lead and supervise the work of the administrative assistant and prioritise their work • Undertake appropriate induction, probation, training and development for the administrative assistant • Lead the PMR process for the administrative assistant
Welfare	<ul style="list-style-type: none"> • Responsible for care of children who are hurt or unwell, including liaison with other staff and parents/carers
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description does not form a part of a contract of employment. It will be reviewed at least once during each academic year or more often if necessary. In addition it may be reviewed at any time after consultation with you.

Employee's signature _____ Date _____

Headteacher's signature _____ Date _____