

**JOB DESCRIPTION**

Job Title:	Finance Business Administrator
Grade:	Single Status Grade 7
Responsible to:	School Business Manager (SBM)
Responsible for:	Supporting the SBM with the financial administration of the school

Purpose of the Role:

To have joint responsibility, along with the Finance Team, for the administration of the school's finances and delegated budget.

Key Tasks (but not limited to):

Processing supplier invoices, following up queries, matching to orders and delivery note
Creating weekly BACS runs
Checking supplier statements, following up queries
Checking Finance emails/helpdesk tickets and taking actions as appropriate
Monitoring department budgets in Access
Collating monthly claims, checking they are completed correctly and authorised, pass to SBM to complete monthly Claim Report
Counting and banking cash income, providing information to SBM for any payments required and managing School Fund activities
Raise journals, if appropriate for other schools, advise SBM to look out for income/payment on Finance Reports
Raising invoices in Access for lettings and other sales as appropriate, following up late payers, issue statements from Access etc
ParentPay - download service invoices and enter into Access through bank queries
Raise purchase orders in Access from POs received from staff, ensuring correct budget pot is used. Check that goods have been received and are fit for purpose; chase up proof of delivery from staff and follow up; return unwanted items
Reconcile weekly bank statements as required
Contract Register - keep register up to date, ensuring as Service Level Agreements/Subscriptions are renewed and the register is appropriately amended. This should be checked regularly to ensure subscriptions and contracts do not automatically renew.
Year End Archiving of Finance Files
Manage process of booking lets, ensuring evidence of insurance cover is obtained, Premises Team are aware, and dates are entered on school calendar
Annual Review of policies relevant to Finance/Personnel/Recruitment/Lettings etc
Manage process of Business Disclosure Interest forms annually, ensuring those who have made a declaration are presented to the Principal for control measure to be implemented, written on the form and signed by Principal/Chair of Governors
Send out DSE (Display Screen Equipment) risk assessments annually and pass to SBM to address actions
Carry out driving licence checks of minibus drivers, each driver needs to be checked at least annually and check Evidence of Business Insurance cover for staff claiming for reimbursement of travel in their own cars

Manage Asset Register - checks to be undertaken annually in September and invite a governor in to inspect up to date register at least annually

Risk Assessments - maintain the Risk Assessment Register ensuring the risk assessments are reviewed at least annually, liaising with appropriate departments to ensure they are signed off appropriately. All risk assessments should be filed electronically so all staff can view them.

Manage renewal of Public Liability Insurance certificates for contractors and consultants, ensuring H&S paperwork is signed and filed appropriately