

Job Title	Finance and Administrative Assistant
Responsible to	Finance Manager
Responsible for	N/A
Grade	Grade 3

Brief Description & Purpose of Job

- To provide support to the Finance Manager on all financial arrangements for the College.
- To assist with the administration and finance of College trips and events.
- To check and prepare invoices for payment.
- Create BACS transfers and cheques when invoices are due for payment.
- Record and bank income in accordance with College systems and financial regulations.
- Support Extended Services in the administration of the College lettings.
- Provide support for learners needing medication and loan uniform

Duties and Responsibilities

- Process and prepare invoices for payment, ensuring that returned items are documented and credit notes are received as appropriate.
- Process documentation for the schools procurement card.
- Create BACS transfers and cheques when invoices are due for payment, ensuring that the appropriate authorisation is obtained and charges are made to the relevant budget.
- Liaise with suppliers and creditors as required.
- Prepare and process petty cash reimbursements as appropriate.
- Record and bank income in accordance with College systems and financial regulations, ensuring security systems are maintained at all times.
- Ensure that all administration in relation to financial matters is completed appropriately.
- Ensure that the principles of Best Value are followed for all College purchases and are in line with the Scheme for Financing Schools.
- Archiving of financial documents.

- Provide First Aid to Learners when necessary, documenting such actions on the school systems in compliance with HSE
- Record and Log loan uniform on the school systems.

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and support to new staff.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

This post of Finance and Administrative Officer works 37 hours per week during term time.

- 8:00am - 4:00pm Monday to Thursday
- 8:00am - 3:30pm Friday
- Term time weeks plus 5 inset days.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

REVIEW ARRANGEMENTS

The details within this job description were revised in **September 2017** and will be reviewed annually as part of the Appraisal process.

I confirm I have read and understood the details contained within this job description.
I understand that by signing this document I agree to the terms and conditions detailed therein.

Signed:

Dated: