



Priory Junior School

Job Description : Finance Administrator

Priory Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

- GENERAL DUTIES
- To assist the Headteacher in preparation and monitoring of the school's budgetary provision and ensuring proper accounting of all school finances.
- To promote the ethos of the school
- SPECIFIC DUTIES:
- Assist the Headteacher in preparation of the budget.
- Advice on budget position, having an oversight of all accounts – reporting difficulties to Headteacher and/or Governing Body
- Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.
- Ensure ordering of goods and supplies and approval of invoices for payment within agreed regulations. Monitor quality of purchases. Seek out new suppliers if necessary.
- Maintain and keep the asset register up-to-date.
- Generate correspondence and reports of a routine nature, eg. Balances on subject leaders budgets, lettings statements, invoices
- Oversee and manage the running of the school's bank account.
- Carry out any budget maintenance, in agreement with the Headteacher.
- Maintain, operate and review efficient financial support systems in accordance with approved criteria and resources to meet the needs of the school.
- Maintain the school's contracts register.
- Collate and submit the school's SFVS on an annual basis.
- Liaising with teachers, organise the financial budgeting of residential trips, and all day trips including swimming. Organise the booking of coaches.
- Oversee the electronic payments of parents on Pupil Asset.
- Operate school letting policy, take bookings and invoice for use. Liaise with caretaker as appropriate.
- Monitor payroll information, checking for accuracy and ensuring compliance with pay policy.
- Submit payroll documentation to EPM, keep records of overtime.
- Deal with any staff enquiries regarding pay.
- Carry out month end and report with timescales given, liaise with Schools Finance Team for any amendments needed. Provide reports to Headteacher on budgetary position on a monthly basis.
- Oversee the finances of the The BASE – the out of school club, and liaise with Play Leader regarding bookings.
- Oversee the weekly food shopping for The BASE, completed by the Finance Assistant.
- Research opportunities for grants / sponsorship, etc.
- Oversee the performance of the admin team.
- Manage the performance management of the admin team.

- Report any health and safety concerns.
- Liaise with PCM, property adviser, regarding quotes for works to be undertaken, liaising with Headteacher.
- Provide effective support to Headteacher in relation to budgeting, payroll and property.
- Maintain confidentiality and report any safeguarding concerns immediately