

Job Profile Management, Finance & Admin Level 7

Your job

Job purpose: To be responsible for the finance, personnel and administrative functions within the school.

To manage the operation of administrative and/or finance staff.

And/or to be responsible for the provision of a confidential administrative service to the Headteacher/Governors/SLT /secretarial / advisory service to the governing body.

Reporting to: Headteacher

Responsible for: Admin staff

Liaising with: Headteacher, Governors, Senior Leadership Team, other teaching and non teaching staff, pupils and visitors to the school, LA

Grade: G7

Gauge Ref: A23297

Disclosure level: Enhanced

Job Outline:

- To play an active role in the development, maintenance and implementation of the administration and/or financial procedures including use of relevant ICT support packages and systems.
- To produce detailed financial analysis and reports as requested by senior staff
- To line manage the admin/finance team.

- To assist with the development, maintenance and implementation of the school's accounting systems providing financial and statistical information to the Headteacher, Governors and SLT and to provide advice to stakeholders on a range of regulations, policies and procedures.
- To undertake a range of administrative duties and complex IT based tasks.
- To undertake monitoring of monthly expenditure and to provide advice to senior staff on any variances
- To manage and monitor designated budgets
- To assist with the marketing and promotion of the school.
- To manage school lettings and its associated income if required



- To provide input into the policies and procedures for the effective administrative and financial operation within the school

Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area
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Schools Job Profile Acceptance Form Management, Finance & Admin Level 7 G7 – A23297

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

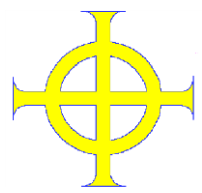
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Person Specification / Selection Criteria Management, Finance & Admin Level 7

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of implementing and using a range of software packages for financial/office administration e.g. word and excel	E		A, I, R, T
Experience of using Access or other similar database programmes	E		A, I, T
Previous supervisory experience	E		A, I
Experience of undertaking HR based procedures	E	D	A, I
Experience of using computerised financial/management systems		D	A, I, R



B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Finance or Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A, I, R
Certificate in Personnel Practice or equivalent recognised qualification		D	A, I
ILM or equivalent level of supervisory experience/qualification	E		A, I
Certificate in School Business Management (CSBM)/willingness to work towards within agreed timescale		D	A, I



C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of a range of complex office procedures	E		A, I
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of managing and/or monitoring budgets	E		A, I
Understanding of a range of administrative and/or financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of personnel related issues		D	A, I

D. Personal Skills, Abilities and Competencies



Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
To work occasionally out of hours work to support school functions		D	I
Proven ability to supervise and develop staff	E		I
To take responsibility for self development and undertake training as required	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		I