

## **Finance Administrator**

### **Job Description**

**Grade: GR3** - *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 The provision of full financial support to ensure the effective administration of the school

2. **Key Responsibilities**

- 2.1 Responsible, under the direction of the [insert post here], for financial matters. Due regard to the appropriate financial directions and regulations of the Authority.
- 2.2 Detailed monitoring of the main and separate departmental capitation and budgets. Advice on implications of decisions
- 2.3 Manage petty cash resources
- 2.4 Calculation, provision and application of costing and associated information
- 2.5 Advice and recommendation on matters relating to income and expenditure including production of statements and forecasts
- 2.6 Ensure the provision of an effective administrative, secretarial and clerical support to the Headteacher and other teaching staff as required in specialist areas
- 2.7 Generally organise, plan and control workloads and procedures. The interpretation and the provisions of regulations and directives, and the provision of advice on matters within the scope of the job.
- 2.8 Confidential work for the Headteacher such as preparation of confidential reports, references on matters within the scope of the job
- 2.9 Maintain manual and computerised records/management information systems
- 2.10 Sort and distribute mail
- 2.11 Undertake typing and word processing and IT based tasks
- 2.12 Complete and submit forms, returns etc., including those to outside agencies e.g. DFES
- 2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14 To ensure all tasks are carried out with due regard to Health and Safety
- 2.15 To adhere to the ethos of the school
- 2.15.1 To promote the agreed vision and aims of the school
- 2.15.2 To set an example of personal integrity and professionalism
- 2.15.3 Attendance at appropriate staff meetings and parents evenings

2.16 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

| Post Title                | Grade | No of Posts   | Level of Supervision (as in 3.2 above) |
|---------------------------|-------|---------------|--|
| School Clerical Assistant | GR2   | Up to 5 (FTE) | 2                                      |

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

|                     |               |             |                    |                |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria  | Essential                        | MOA  |
|---|----------------------------------|------|
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications. |                                  | AF/C |
| <b>Experience</b><br>Relevant work and other experience                                     |                                  |      |
| <b>Skills &amp; Ability</b>   | <b>*Delete if not applicable</b> |      |

|   |  |  |
|---|--|--|
| e.g. written communication skills, dealing with the public etc. | *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> |  |
| <b>Training</b>   |  |  |
| <b>Other</b>  |  |  |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***