

London Borough of Havering
Benchmark Job Profile
Children, Adults & Housing Directorate

Job title: Administrative and Finance Officer

Grade: Grade 3 (Non-Supervisory)
Grade 3 (Supervisory)

Model No: 2 & 3

Reports to: TBC

Staff managed (if any): None

Job purpose and context

An Administrative and Finance Officer is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. The Admin and Finance Officer may supervise other admin and finance staff and coordinate admin services.

The Administrative and Finance Officer is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Roles and responsibilities

1. To help, support and supervise (where appropriate) other school admin and finance staff to do their jobs efficiently and effectively
2. To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints
3. To coordinate school administration and organisational services
4. To design, create and print out complex documents using a computer
5. To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
6. To contribute to the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – by arranging venues, organising resources, arranging attendance and coordinating the contributions of other school staff
7. To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make returns required by a variety of different sources. (Examples might be, the

use of STAR (the staff, teacher, academic database) or the SIMS package used for attendance).

8. To use, maintain and develop school databases to retrieve, enter, extract and output information
9. To use the appropriate spreadsheet software in sophisticated applications to retrieve and enter data, create and update files and produce and output spreadsheets and to support the accounting and budgeting needs of the school and the council
10. To operate the computerised personnel, payroll and financial information systems of the school for financial monitoring, data processing, making and authorising payments, allocating cost codes, viring money, and maintaining the accuracy of the payroll
11. To assist the relevant manager in the development, setting, monitoring and reporting on the school budget and in the day-to-day management of the budget
12. To gather and record financial data, monitor and submit records and claims and make, submit and reconcile claims
13. To receive, record, and process incoming payments using the relevant financial systems of the council and the school
14. To collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears
15. To process documents relating to goods and services ordered and received, to make and record payments and prepare and authorise payments
16. To assist with inventory and the school's procurement systems and procedures
17. To assist with the school's banking arrangements, including cash flow, bank reconciliation, year-end reconciliation and so forth
18. To find, locate, select, analyse and prepare information to support school accountability and decision making
19. To help, support and supervise other school staff in the use, organisation and maintenance of the school administration and computerised systems
20. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
21. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
22. To complete school based induction and any subsequent training, for example, modules leading to the ECDL certification in ICT or proficiency in the SIMS financial package, required to improve performance.
23. To take part in the school performance management system.

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed **Date**

Signed **Date**
Headteacher

London Borough of Havering
Administrative and Finance Officer
Benchmark Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work professionally with other team members and manage the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to maintain accurate financial records	✓		Interview
Ability to coordinate administrative services	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of office systems, procedures and policies	✓		Application & interview
An understanding of financial practice and procedures	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
NVQ Level III or equivalent qualification in administration, organisation or finance		✓	Application
Three years relevant experience in finance, administration and organisation	✓		Application & interview
Previous experience in computerised pay, personnel, finance and administrative systems	✓		Application
Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview

