

## Vacancy Details

### Finance Administrator

**Grade 3, SCP 5 – 6 (FTE £23,500 - £23,893). Actual salary is calculated at £8653.13 - £8797.84**

**15 hours per week preferably over 3 / 4 days**

**Closing Date: 15<sup>th</sup> April 2024**



We require an excellent and highly motivated Finance Administrator to join our skilled team of staff. The focus will be on providing financial and administrative support to the School Business Manager.

This is an exciting time to join Ridgeway and you will be part of a school undergoing ambitious change. In September, we became part of The Shires Multi Academy Trust and staff and students are already seeing the benefits of being part of a larger family of schools. Since our recent Ofsted inspection, we have been rebuilding and there have been significant changes to the school and its leadership. We recognise the challenges that lie ahead of us and are committed to make Ridgeway the school of choice in the local area. We have made progress in areas of the school that need to be improved and we are focussed on curriculum, sequencing and giving our students opportunities so that they can develop into fully rounded people.

You will have the highest expectations, knowledge, skills and commitment to making a positive difference to our students and in supporting them to achieve the best possible outcomes. You will have integrity, be ambitious, tenacious, caring, driven and a team player.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Matthew Ball, Interim Headteacher. Further information, including job description, person specification and application form, are available from the school website [www.ridgewaysecondary.org.uk](http://www.ridgewaysecondary.org.uk), alternatively please email [slt@rss.shiresmat.org.uk](mailto:slt@rss.shiresmat.org.uk)

Ridgeway is an equal opportunities employer, and all appointments are subject to appropriate checks for child protection and safety. Applications should be made via the Ridgeway application form addressed to the Mrs M Evans – School Business Administrator.

**Appointment will be subject to references and an Enhanced DBS check in line with school safeguarding policy.**

## Job Description

### Finance Administrator Job description

<b>Post Title:</b>	School Finance Administrator
<b>School:</b>	Ridgeway Secondary School
<b>Salary and grade:</b>	SC 3 – scale points 5-6
<b>Line Managers:</b>	SLT and School Business Manager
<b>Hours of work:</b>	15 hours per week preferably over 3 / 4 days

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#### Main purpose of the job:

- To support the School Business Manager with the day to day running of the academy's financial systems and operations.
- To manage the school's unofficial fund and liaise with appropriate officers.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

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#### Duties and responsibilities

- To assist with the operation and maintenance of the school's manual and computerised financial control and information systems, updating financial records and assisting in the production of financial information and reports for the Business Manager and Headteacher.
- Work within the parameters of the Academies Financial Handbook
- To undertake routine accounting operations including the receiving and processing orders, goods receipting, timely forwarding of invoices and requests for payment to the central team, balancing petty cash accounts, invoicing parents for services i.e buses, debtor management.
- Oversee order processing and ensure sufficient funds are available for new purchases and that they are signed by the designated authorised person/s.
- Prepare, organize and maintain financial and procurement files.
- To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the Business Manager.
- To undertake the calculation, charging and advising of any inter-departmental expenditure, resolving any queries arising.
- To assist with the internal scrutiny and year end finance audits.
- Ensure best value and procurement processes are adhered to when purchasing items for the school.
- Oversee school letting arrangements.
- To attend and participate in meetings, when required, to assist the SBM with financial planning and compliance.

- Maintain the contracts register ensuring SBM is notified of contracts due to expire before notice period to allow for retendering.
- Support site staff with creating and maintaining the asset register.
- To undertake any clerical and general office duties, including filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems.
- To provide assistance in the booking and monitoring of trips
- To undertake other appropriate duties at the request of the Headteacher, Governors, teaching staff or support staff management of the school.

#### Note

This list is not exhaustive and other duties as appropriate will be delegated to the employee as required.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder:**

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**Date:**    /    /

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**Signature of headteacher:**

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**Date:**    /    /

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