



Lewisham Education

Sydenham School
Dartmouth Road
London SE26 4RD

Post: Finance/ Administration Assistant

Grade: Scale 4

Term Time only + 1 week for INSET – 39 weeks

Hours: 35 hours per week

Reports to: School Business Manager

MAIN PURPOSE OF THE JOB

Under the direction of the School Business Manager and Office Manager, provide routine, general provision of an efficient administrative and clerical support function for the school.

Summary of Responsibilities and Personal Duties

ADMINISTRATION (FINANCE)

Undertake routine financial administration:

- Undertake all aspects of our ParentPay administration, including setting up accounts, payment items, issuing refunds and monitoring the accounts
- Check the ParentPay account email daily - liaise with parents/carers, students and staff regarding ParentPay queries and resolve any issues
- Match orders to purchase invoices, insuring that good have been received and delivery notes are attached in preparation for the Finance Officer to put the invoices on our finance system for payment.
- Assist with ordering items for some departments in the school, i.e., hospitality and other food orders, uniform orders, student award scheme orders
- Filing of all BACS payments, including original invoices together with the copy of original order and delivery notes
- Liaising with suppliers where necessary, i.e. regarding outstanding payments, chasing up any outstanding invoices, checking suppliers' statements etc.
- Under the direction of the Finance Officer, support their work inputting data onto the computerised account system e.g. purchase invoices, Direct Debit and Charge Card transactions, ParentPay transactions and other income.
- Counting of any monies received i.e. charity events.
- To ensure that all financial systems and procedures are consistently adhered to as instructed by the SBM, most recent audit report, the LEA and in accordance with statutory financial regulations

- In liaison with the Finance Officer, administer FSM / reward vouchers in accordance with the agreed procedures
- To comply and assist with the development of procedures relating to financial processes.

ADMINISTRATION (OTHER)

- Provide routine administration/clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain the schools manual and computerised records/management information systems. Bromcom database, searching pupil data records, producing reports and mail merge labels and inputting data
- Assist the Office Manager with typing, word-processing and other IT based tasks to include direct communication to parents, reports, (dealing with some confidential material)
- Provide reception cover as and when required
- Undertake filing of student records

ORGANISATION

- Cover reception duties in absence of post holders, answering routine/complex telephone and face to face enquiries and signing in visitors
- Assist the Office Manager in the preparation of events, i.e., Parents' Evening, etc.
- Provide general advice and guidance to staff, pupils and others

RESOURCES

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section. This is not an exhaustive list of duties and will be regularly reviewed and updated.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Person Specification

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Previous knowledge/experience of working in a school environment would be an advantage

EXPERIENCE [Essential Requirements]

- Proven previous reception experience and administrative work.
- Experience of development, management, and operation of administrative systems/finance systems.
- Must have Parent Pay Experience.
- Knowledge and experience of financial management.
- Experience with ACCESS Education Finance desired.

QUALIFICATIONS/TRAINING [Essential Requirements]

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Very good numeracy/literacy skills.

KNOWLEDGE/SKILLS [Essential Requirements]

- Effective use of ICT and other specialist equipment/resources
- Full working knowledge or relevant policies/codes of practice and awareness of relevant legislations and financial regulations
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to maintain accurate accounting records
- Attention to detail and accuracy is vital
- Aptitude/ability to work under pressure while maintaining a pleasant and tactful attitude
- Ability to be flexible and adaptable
- Ability to review office systems
- Ability to work in a methodical manner and evidence of pro-activity and excellent administrative skills.
- A willingness to attend training courses and enhance knowledge
- Excellent telephone manner
- Excellent oral and written communication skills
- Good understanding of administration work practices and their application
- Able to organise, plan and prioritise own workload.

CIRCUMSTANCES

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status, then they will be required to complete an application only if recruited to this post.

EQUAL OPPORTUNITIES

An understanding of and commitment to the School's and Local Authority's Equal Opportunities Policy and an ability and willingness to promote equality of opportunity through duties of the post.

PHYSICAL

Generally, must meet the London Borough of Lewisham requirement for the post.

Prepared by: Simone McAllister, School Business Manager

October 2024

Post Holder Name and Signature:

Line Manager Name and Signature:

Date: