



# Administration and Finance Officer

Stukeley Federation are looking for an **Administration and Finance Officer** based at Deeping St Nicholas Primary School, Main Road, Deeping St Nicholas, Spalding, Lincs, PE11 3DG.

Administration & Finance Officer

G5 Points 12 – 15, £25,119 to £27,803 FTE £15,869 to £17,564.72 (Pro Rata)

26 Hours per week, 41 weeks per year- Temporary until 31<sup>st</sup> March 2025 but has the potential to become permanent if successful candidate meets certain conditions.

Commencing: **01/10/2024**

The successful candidate will be responsible for ensuring that the school back-office functions effectively. This support extends to managing the office and administrative functions, ICT services and day to day operation of the school.

## **Administration and Finance Officer – Deeping St Nicholas Primary and William Stukeley Church of England Primary School under Stukeley Federation**

Position is for 26 Hours per week, 41 weeks per year (Term time plus inset days and two additional weeks to cover administrative tasks during school closures)

START DATE Oct 2024

APPLICATION DEADLINE 5<sup>th</sup> July 2024 (noon)

INTERVIEWS Week Commencing 15<sup>th</sup> July 2024

For an informal discussion about the role, or to arrange a visit, please contact Deeping St Nicholas Primary School on enquiries@deeping-st-nicholas.lincs.sch.uk or on 01775 630280.

To provide a full range of administrative and finance support to the School.

### **Key Tasks and Responsibilities**

Responsible for the management of the MIS (Management Information System) system and administration ensuring both pupil and personnel records are updated and correct. Prepare

Census information and upload within set timescales.

Responsible for overseeing the accurate the inputting and recording Business World,

LCC's Finance and HR system compliance.

Checking payroll outputs and reports to ensure accurate pay records.

Management of the online cashless payment system.

Liaise with third party suppliers, e.g. Supply agencies, catering providers as required.

Oversee and support the roles and responsibilities of administration and clerical staff. This will include line management.

Ensuring that all financial systems and processes operating within the School are in accordance with LCC Finance Policy.

Processing purchase orders in line with LCC Finance Policy and monitoring the effective use of the procurement card, ensuring that transactions recorded and in a timely and accurate manner.

Obtaining quotes in line with the purchasing procedures set out within the LCC Finance Policy where required.

Maintaining staff personnel files on Business World and MIS system ensuring compliance with pre-employment checks for volunteers, agency staff and checking of ID for all other colleagues in line with LCC Safer Recruitment policy.

Updating the staff personnel database in relation to specified areas of role, to include sickness absence, G&D records, training and induction.

Maintaining the School SCR for volunteers, agency staff and contractors

Travelling to attend training courses as required.

## **Other**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LCC Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LCC's Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the School's Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

**To apply** please visit our website: <http://www.dsnschool.org.uk/>

**The Stukeley Federation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced background check by the Disclosure and Barring Service, employment references and medical clearance.**

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.