



## **Warrington Primary Academy Trust JOB DESCRIPTION**

**NAME:**

**POST TITLE:** Finance and Administration Officer Grade 5 (Scp 8-14)

**RESPONSIBLE TO:** Business Manager

**Permanent**

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### **OVERALL PURPOSE OF THE JOB**

- To lead, operate, maintain and develop financial systems to administer and report on the multiple income streams that are accountable through Evelyn Street Primary School.

### **CONTEXT**

- The school is 1.5 form entry with multiple funding streams and is the designated hub for Warrington Primary Academy Trust and Warrington Teaching School Alliance.
- The post is term time (plus 2 weeks) 20 hours a week
- Confidentiality, accuracy, flexibility, integrity and ability to manage multiple tasks are key attributes of the postholder.

### **MAIN ELEMENTS OF ROLE**

The Finance Officer will be responsible specifically for:

- Maintain management systems and account for all forms of funding in line with grant funding and audit recommendations
- Payment of invoices, reconciliation of bank account and banking of income as defined in the financial regulations' guidance and audit guidelines
- Management of the school BACs system
- Management of the school credit cards
- Monitor and control virement of funds to ensure correct budget administration
- Responsible for all ordering of goods and services, stock control, supplies and services and obtain best value for money on all spending and income generation
- Champion and adhere to Financial Regulations at all times.
- Input and advise on the annual budgets for the school to be submitted to the Governing Bodies and Trust Board
- Responsible for maintaining financial archive files and historical data
- Maintain the asset register for Evelyn Street School

- Maintain and prepare for audit of Evelyn Street School
- Responsibility for overseeing the collection and reconciliation of all school monies maintaining appropriate accounts including credit cards
- Administration support for the school in the absence of the Business Manager and or receptionist/administrator
- Positively contribute to the public relations with all staff, governors, the community, parents and children through emails, newsletters, face to face discussions, telephone calls, letters and website updates
- Contribute to the overall ethos/work/aims of the school as part of the community
- Participate in training, other learning activities and performance development as required
- Ensure necessary policies and procedures are adhered to relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the Headteacher
- Attend and participate in meetings as required
- All other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working