



Dear Applicant,

Finance Administrator - L3

Thank you for showing an interest in our role. We are advertising for an experienced finance administrator to work closely with our Federation Business manager, Heads of Schools and our administration team to provide highly efficient and accurate financial support and processing across the 2 schools and to work with our business manager to develop federation-wide systems to improve internal and external financial processes.

About us – our schools

Both Moss Hall Infant and Junior Schools are 4-form entry Schools, located in a residential area with the luxury of extensive outdoor space. We are diverse and inclusive schools with a higher than average percentage of children for whom English is an additional language. Our children are kind, polite, well behaved and excited learners with supportive parents.

Most of our children join us from the neighbouring Moss Hall Nursery and move through the infant to Junior school. The infant and junior schools federated in January 2020 with the ambition to provide a cohesive journey for children and families as they move between the 2 schools.

Each school is situated on its own site and has its own staff team, though as a federation we share our vision, resources, organisational systems, policies, some staff, professional development (CPD). The leadership teams from both schools work collaboratively and systematically, supporting and developing each other. This is just one of the many strengths and benefits we have found as a federation. Through the lockdowns and challenges of the past 2 years – we have found opportunity to learn alongside each other to ensure children and families across our 2 schools are supported, included and provided for both emotionally and academically.

Working together in 2020 the staff, children and parents agreed our vision for pupils and staff would be to:
Be kind ~ Work Hard ~ Make A Difference

This is what matters at MHSF and this intent underpins our organisation, our ways of working together and our curriculum.


Our federation development aims over the next 4 years are intended to drive our improvements in the macro and ensure through critical self-evaluation our vision is enacted. These are to

- Deliver an ambitious curriculum

- Ensure research driven pedagogy
- Create a culture of high quality professional learning and leadership development
- Raise standards for all children
- Develop communication that supports everyone
- Ensure every child is seen, known and safe.

An efficiently and expertly run finance function will enable the staff and schools to achieve this vision and support fiscal efficiency and compliance. Please consider visiting us to find out more and if you like us, we hope you will apply.

Kind regards

A handwritten signature in black ink, appearing to read 'Laura Wynne', with a small dot at the end.

Laura Wynne
Executive Headteacher

MHSF - Finance Administrator

Role Profile:

Service:	
Location:	Moss Hall Schools Federation
Job Title:	School Finance – Level Three
Grade:	F
Post No.:	
Reports to:	Executive Head teacher /Federation Business Manager/ Heads of School

1. Purpose of Job:

Provide a full range of finance administrative support to the school

This will include assisting with the design and implementation of the school's financial procedures and systems and maintaining the school's accounting system

2. Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out.

This list is not exhaustive.

- Assist with the design and implementation of the school's financial procedures and systems
- Assist with the preparation/prepare draft annual budget and financial plans
- Maintain the school's accounting systems
- Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations
- Produce financial analysis and reports, including liaising and reporting to the Local Authority
- Manage petty cash and ensure appropriate use of school's bank accounts
- Process orders and approve payments ensuring correct financial control is applied
- Reconcile accounts

- Responsible for adherence to financial regulations and audit requirements and advising on the application of these
- Provide general financial advice and guidance to staff, pupils and others
- Collate VAT returns and payments
- Manage stocks of supplies and consumables
- May supervise finance staff
- May undertake administrative duties

3. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

MHSF - Finance Administrator

Person Specification

Service:	
Location:	Moss Hall Schools Federation
Job Title:	School Finance – Level Three
Grade:	F
Post No.:	
Reports to:	Executive Head teacher /Federation Business Manager/ Heads of School

Knowledge, training and experience

- Working at or towards national occupational standards for accountancy and finance and knowledge/skills equivalent to national qualifications level 4 such as entry level AAT
- Experience of working in a finance role
- Knowledge of data protection, safeguarding and confidentiality issues
- Knowledge and understanding of financial regulations and audit requirements
- Knowledge of the school's accounting and financial procedures
- Thorough understanding of appropriate specialised systems and financial procedures
- Proficient user of MS Office software and/or other in-house software

Skills

Planning, organising and controlling skills

- Work within the school policies and procedures organise, plan, and deliver work that is usually completed in the short term
- Provide a full range of financial administrative support to the school
- Use of analytical skills to complete tasks such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation, reconciling accounts, undertake accounting analysis, fulfil audit requirements
- Assists with the design and implementation of the school's financial procedures and systems

Communication and influencing skills

- Provide detailed financial information, advice and guidance to head teachers, teachers, other school employees, governors, pupils, parents/carers
- Deal with face-to-face and telephone enquiries relating to financial procedures and processes
- Build and maintain effective working relationships with colleagues to ensure the appropriate level of service is provided
- Produce financial analysis and reports, including liaising and reporting to the Local Authority as required
- May undertake reception duties including dealing with visitors requiring courtesy, tact and diplomacy

Initiative and Innovation skills

- Work within team plans, school policies, procedures, internal and external guidelines and statutory requirements
- Use of initiative to interpret and analyse financial information and produce reports as required
- Use of initiative in advising on the reason/implication of variances and to make recommendations following monitoring of monthly expenditure
- Assist with the design and implementation of the school's financial procedures and systems and preparation of the draft annual budget and financial plans
- Ensure appropriate use of the school's bank accounts
- Responsible for adherence to financial regulations and audit requirements

Supplementary Information Form

Post Title	School Finance – Level Three
Service Area	
Job Ref Number	For office use
Budget management accountability	<p>Assist with the preparation/prepare draft annual budget and financial plans</p> <p>Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances</p> <p>Manage petty cash account</p> <p>Process orders and approves payments</p> <p>Responsible for adherence to financial regulations and audit requirements and advising on the application of these</p>
Staff management accountability	May supervise other finance staff
Physical effort	There is no or very limited requirement to use additional effort and/or strain
Working environment	<p>The job is based in a busy school environment within a federation of 2 adjoining schools which are pleasant work environments</p> <p>Working as a team, individuals help each other out across roles and work in the best interests of children</p> <p>Exposure to occasional verbal abuse and/or challenging behaviours from pupils and/or parents/carers who may become upset at the situations they find themselves in</p>