

WOKINGHAM BOROUGH COUNCIL



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JOB DESCRIPTION

Job Title:	Finance and Administration Officer	School:	The Ambleside Centre
Reports To:	Admin Leader	Salary:	£28,598 - £31,023
Scale:	5	Grade:	12-17
Employment Status: Permanent			
Hours of Work: 37 hours per week all year round. To be agreed between the hours of 8am and 6pm daily This contract allows holidays to be taken during term time			
Job Purpose: • To carry out financial procedures relating to both nurseries. • To work as part of the admin team supporting the nurseries.			
Departmental/Team Purpose: Maintained nursery school and Family Hub High quality care and education for children 0-5 years and support for families and practitioners who work with them.			
Organisation Chart: Reports to: Head Teacher ↑ Admin Leader ↑ Finance and Administration Officer			

Summary of Main Contacts.

- Headteacher and nursery staff
- Family Hub staff
- Governors
- Other professionals
- Children
- Visitors
- Local Authority

Special Factors:

- A full Enhanced DBS Disclosure is required.

Main Tasks: This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

- Collecting, monitoring and banking of deposits. Returning to parents when appropriate.
- Collecting, monitoring and banking of voluntary contributions and transferring to the right bank account.
- Responsible for Petty cash, paying and entering on to FMS
- Ordering supplies and resources, accurately inputting the transaction ensuring proper coding and categorisation
- Paying invoices and preparing bacs runs for authorisation, liaising with suppliers to resolve invoice or payment queries.
- Reconcile procurement card and allocate correct budget codes
- Responsible for the School Trust account, preparing it for yearly audit and applying for gift aid
- Sending out invoices for children fees and ensuring timely payment, chasing where necessary. Discussing with parents any queries or problems with their invoice. Raising credits and additional invoices as appropriate.
- Support the general administration of the centre as required and provide reception duties in the absence of the admin staff.
- Any other duties that reasonably fall within the purview of the post.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- NVQ level 3 finance
- Knowledge of databases, spreadsheets and word processing packages
- Knowledge of financial procedures
- Knowledge of financial packages (FMS)

Skills/Abilities:

- Proficient financial skills
- Proficient in MS Word, Excel and Outlook
- Effective communication skills
- Clear telephone manner
- Good organisational skills – able to prioritise workload
- High quality customer focussed skills
- Tack, diplomacy, confidentiality and sensitivity

Experience:

- At least one years experience in a similar environment
- Microsoft Office experience
- Experience of working within a busy, diverse environment

Personal Qualities:

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity
- Positive
- Open minded

Special features: