# WOKINGHAM BOROUGH COUNCIL

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# JOB DESCRIPTION

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| **Job Title:** | Finance and Administration Officer | **School:** | The Ambleside Centre |
| **Reports To:** | Admin Leader | **Salary:** | £29,542 - £32,046 |
| **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

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Admin Leader

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Finance and Administration Officer

**Summary of Main Contacts**.

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

**Special Factors**:

- Reception duties will form an ongoing part of the role and will involve interruptions throughout the working day. The candidate needs to be comfortable balancing finance administration tasks with a busy reception environment.

***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:**

- A full Enhanced DBS Disclosure is required.