

<b>Job Title</b>	Finance and Premises Administrator		
<b>Location</b>	Tavistock College		
<b>Reporting to</b>	Senior Finance Officer		
<b>Post Number</b>		<b>Grade</b>	C
<b>Directorate/Section</b>	Dartmoor Multi Academy Trust		
<b>Effective date of JD</b>	May 2018	<b>JE Job Number</b>	471

### Job Purpose:

To provide administrative support to Finance, Premises and HR to support the function within the college.

### Main duties and responsibilities include:

- Typing of letters, reports and minutes from meetings
- Photocopying and filing
- Picking up phone messages and acting on them for finance team
- Daily post opening and distribution and control of finance “in tray”
- Process and input orders
- Prepare monies for banking
- Collect monies from students for trips, activities and department educational sales at the cash collection window in the concourse on a daily basis
- Acting as administration support to premises manager and senior finance officer, making appointments and taking phone messages during their absence
- Update estates data bases ie first aid
- Use of contractors’/suppliers’ portals to maintain training logs/service contracts
- To assist with any other administrative tasks within these departments
- Providing relief for main reception on a rota basis
- Provide a triage service for the 1<sup>st</sup> aid provision

### Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	◦ General administrative experience	◦	◦ Application ◦ Assessment
Practical Skills	◦ Adaptability and flexible approach to job roles and responsibilities	◦	◦ Application ◦ Interview
Communication	◦ Good written and oral communication skills, including the ability to listen as well as transmit	◦	◦ Application ◦ Interview
Personal Qualities	◦ Good interpersonal skills ◦ Good organisational skills ◦ Ability to work constructively within a team	◦	◦ Application ◦ Assessment ◦ Interview
Technology / IT Skills	◦ Good working knowledge of Microsoft Word, Excel, Google mail	◦ Knowledge of SIMS	◦ Application ◦ Assessment ◦ Interview
Education and Training	◦ Good standard of education to at least GCSE level or equivalent	◦ First Aid at Work certificate	◦ Application

## **Job Description:**

### **Supervision and Management**

There is no direct supervision or management of staff in this post.

### **Creativity and Innovation:**

Creativity is a feature of the job but exercised within the general framework of recognised financial procedures.

### **Links with other officers, service users or members of the public:**

Excellent communication skills are essential for this post. The post holder will be required to use negotiation and assessment skills, give advice, give and receive information on a daily basis. Some matters are likely to be contentious or complex, requiring support, tact and sensitivity. The post holder will be expected to:-

- Work closely within the finance team to ensure financial procedures adhered to and income and expenditure allocated in correct cost centres
- Deal with monetary issues from parents in person or by telephone regarding school trips and sales. Approximately two parental enquiries per week on school trips and sales
- Investigate any queries from suppliers with regard to payments or discrepancies of goods/services received. Trace any missed payments and monitor invoices
- Daily contact with members of admin team, senior management and students
- Be point of contact for caretakers/contractors/staff when estates manager is absent from the site

Negotiation and analysis skills are required in some of these areas, and they provide the opportunity to take the initiative to resolve issues and chase outstanding payments from parents/carers.

### **Levels of Responsibility:**

To work within the confines of GDPR (General Data Protection Regulation) for example the post holder has access to students' personal data through the Schools Information Management System (SIMS). This information is used with respect and discretion and ensures that this information is only seen by those staff in the team that requires it. Requires discretion as has access to all student records and needs to be constantly aware of how this information is used and passed on and who else needs to be made aware of this information. Responsible for prioritising workload.

### **Effects of Decisions:**

Little or no decision making required as advice would be available on more complex matters.

### **Resources:**

Databases relating to finance and estates.

### **Work Demands:**

Constant and regular interruptions occur to the normal programmed schedule of work. There are approximately 10 -15 interruptions per day (face to face / telephone / email) from students, teaching staff and admin colleagues ranging from students paying for trips; urgent orders to be sent; telephone queries with relation to payment of invoices; goods to be returned or chased for delivery; to budget holders wanting information and advice about their budget. Awareness of estates related issues. Therefore there is a constant process of re-prioritising of workload. Numerous deadlines throughout the month have to be met requiring work to be managed to meet conflicting priorities. Deadlines for work will be dependent on both immediate and longstanding timetables.

- Orders are placed in a timely manner so that resources are available when needed, e.g. curriculum resources required in time for practical exams; premises-related supplies needed for emergency repairs.
- Authorise invoices and upload batch of supplier claims within credit terms to avoid late payment charges.
- Emergency petty cash cheque payments to be made.
- Reconciliations of bank and petty cash.
- All year-end housekeeping and preparation of financial systems.
- Assist in year-end accounts reconciliation annually.

### **Physical Demands:**

Lifting cash bags from the safe for collection by G4S.  
Busy front line reception when covering

### **Working Conditions:**

The post holder works mainly within an office environment with constant use of a PC. When covering reception or first aid duties this will be in a different area of the college.

### **Work Context:**

Generally the post holder is exposed to minimal risk as the majority of tasks are carried out within a normal office environment. When covering reception there can be contact with face to face and telephone aggression from students and parents/carers and also contact with upset/distressed students and parents/carers. When covering first aid there can be contact with upset/distressed students and parents/carers.

### **Knowledge and Skills:**

Knowledge and understanding of:

- College policies and procedures including staffing structures (both departmental and whole college)
- Child protection procedures
- GDPR regulations
- Computer security requirements relating to the post holder's area of responsibility
- An understanding of budgets and how to monitor them; the need to implement Value for Money and Best Value at all times
- Awareness of the health and safety risk associated with working at a PC

## Job Description

The post holder will require the following qualities to successfully carry out this role:-

- Possess a high level of numeric and literacy skills and the ability to organise and prioritise a busy and varied work schedule
- Must be highly competent in the use of IT and familiar with packages such as Microsoft Office, Microsoft Word and Excel
- It is essential to be a motivated team player within the finance and estates teams
- Competent in using the School Information Management System (SIMS)
- Providing a professional financial service and to have a good working relationship with stakeholders; both internal and external
- The job will entail the ability to work using own initiative, often under pressure, with a workload to manage according to deadlines