



Sheiling School Thornbury

Thornleigh Camphill Communities

JOB DESCRIPTION

- 1. Job Title:** Finance Administrator
- 2. Responsible to:** Finance Officer, Head of Finance
- 3. Role Summary:**

To support the Head of Finance maintaining finance records within the School.

As the Finance Administrator for the Sheiling School:

- To provide high quality support to the Head of Finance by ensuring that all financial records are kept accurate, up to date and to a high standard of quality.

Sheiling School is a Camphill Steiner Special School for children with complex and multiple needs, working with the curative educational insights of Rudolf Steiner. The Finance Administrator will give professional support and guidance to individual staff and to groups, will uphold the vision, values and goals of the School and ensure that our values are built into the culture and practices of the School.

SUMMARY OF TASKS AND DUTIES

A. PURCHASING

- Process purchase orders including placing orders with suppliers.
- Match purchase invoices to completed order forms to ensure the invoice is correct.
- Follow up with suppliers by telephone and email where there is a query.

B. FINANCIAL ADMINISTRATION

- Maintain day-to-day and monthly records for all financial transactions.
- Data entry on the Sage accountancy system and Excel.
- Take receipt of purchase invoices, stamp and obtain sign-off by the budget holder.
- Keep classroom budgets up-to-date with expenditure.
- Prepare BACS supplier payments, reconciling remittance advices with invoices.
- Allocate cash receipts to the appropriate invoice on Sage.
- Keep an accurate record of petty cash movements & reconcile the balances monthly.
- Prepare monthly bank reconciliations.
- Process staff expense claims.
- Run standard reports from Sage on request (P&L/balance sheet, aged debtors/creditors etc).

- Answer the telephone, respond to emails and answer queries from colleagues and external parties such as suppliers.
- Assist in the archiving of the finance records.
- Assist and deputise for the Finance Officer and Head of Finance as required.

C. HR ADMINISTRATION

- Maintain all employee records both in hard copy format and on the School's online systems.
- Update the system to add new starters, archive leavers and record all changes to staff's personal and employment information.
- Produce an accurate employee schedule to form the basis of the monthly payroll.
- Assist in the archiving of the HR records.
- Assist and deputise for the HR Administrators as required.

D. TRAINING, MANAGEMENT, COMPLIANCE AND PERSONAL DEVELOPMENT

- To endeavour, through further external or internal training sessions or courses, to enhance the professional quality of your work as Finance Administrator.
- To participate in Finance, HR and admin meetings as required.
- To be familiar with the School's policies and procedures, e.g. on safeguarding, missing person, complaints procedures etc.
- To receive regular supervisions with the Head of Finance. At these sessions your responsibilities will be reviewed and further training needs identified and agreed as necessary.

E. SAFEGUARDING

- To implement, promote and comply with the Safeguarding policies and procedures.
- To raise awareness of the protection of young people.
- To encourage good practice and support of procedures to protect children and adults.

F. MISSION STATEMENT OF THORNLEIGH CAMPHILL COMMUNITIES

- To work in accordance with the Mission Statement of Thornleigh Camphill Communities
- To uphold the ideals, vision and values of the Thornleigh Camphill Communities when undertaking your work.

This job description sets out the duties of the post at the time it was drawn up and is not part of the contract of employment. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION – FINANCE ADMINISTRATOR

Criteria for Selection	Essential or Desirable	Method of Assessment
Education, Training and Qualifications		
Educated to A level or equivalent	E	Application form Qualifications
Have achieved a C at GCSE level or equivalent in English and Maths	E	Application form Qualifications
Evidence of further recent relevant professional development	D	Application form Qualifications
Experience		
At least 1 year's experience in a similar administrative position	E	Application form Qualifications References Interview Interview tasks
Skills and abilities		
Excellent time management and organisation	E	Application form
Ability to manage and prioritise a varied work load	E	References
Good IT skills, including intermediate Excel skills (comfortable with basic formulas)	E	Interview Interview tasks
Experience with Sage 50 Accounts	D	
Personal qualities and attitude		
Ability to maintain confidentiality	E	Application form
Ability to work under pressure	E	References
Good communicator, diplomatic	E	Interview
Self motivated and motivates others	E	Interview tasks
Team player, inclusive and respectful	E	
Actively support the ethos of the Charity	E	
Problem solver, strategic thinker and planner	E	
Sense of humour	E	