



## **Finance and Administration Assistant**

### **Glebe Farm School**

Hours: 37 hours per week, 52 weeks per year - Negotiable

Start date: As soon as possible

IFtL is committed to levels of collaboration required to shape and protect the future. We start with our schools, our people, our family, and from there we grow. At IFtL we are never alone – one united family striving for excellence in all that we do.

#### **Introduction to role**

To organise, maintain and monitor the School's financial systems and to ensure an effective service to the School. To be an active member of the School's finance and administration team.

*School experience preferred.*

#### **Key Objectives**

- Understand and adhere to the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Ensuring the proper collection, reconciliation and banking of any monies by the school and reporting these in a timely manner.
- Undertake financial duties using the schools financial management systems.
- Checking invoices and distributing and checking delivery notes.
- Distribution of uniform where appropriate
- Preparation and maintenance of reports, records and accounts as are required in conjunction with the School's computerised accounting systems.
- Credit control weekly debtors reports which will involve chasing for outstanding monies.
- Ensuring all income and expenditure is correctly recorded as and when payment is made and received.
- Assist with financial year end and new financial year end procedures.
- Issuing of receipts.
- Provide general admin support e.g. photocopying, telephones, filing, faxing, complete standard forms, respond to routine correspondence.
- Administration of nursery funding
- Administration and school lettings

## Work Profile

- To adhere to school local and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

IFtL benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The Lead Speech and Language Therapist may require particular additional duties to be undertaken to suit IFtL's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Closing dates: 16<sup>th</sup> August 2024

Interviews: Week commencing the 19<sup>th</sup> August 2024

## What we offer:

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, discount on high street shops, gym membership, cinema tickets, cycle to work scheme, Employee Assistance Program and much more.

## Other Information

*Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.*

*Our commitment to ensuring equal opportunity and lifelong development is showcased in our 1:1 iPad initiative for learners and teaching colleagues across the schools in IFtL. By harnessing the power of technology and collaboration, we aim to reshape and rethink what it means to be a learner into this digital age, and you can play a role in shaping our curriculum offer by joining us on this journey.*

*Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.*

*All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.*