



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Job Specification : Finance Administrator (AAAE5099)

NO	MAIN RESPONSIBILITIES
1	Manage the processing of financial documentation under financial regulations. Check and process all invoices and process the BACS payment. Maintain detailed financial records, documentation and working papers in order to ensure consistent audit trails, and a sound basis for technical analysis and decision making.
2	Research and advise on value for money issues to optimise value and achieve “Best Value” for the school.
3	Administer any fundraising activities, including external grants such as MBNA, 16-19 Bursary, sponsorships and complete balance sheets.
4	Administer and control the unofficial (School) funds and assist in the administration of other school held accounts and processing of all financial documentation (including orders, invoices, BACS payments, banking of income, School Trust Fund) ensuring the proper application of agreed systems and working practices under the Council’s financial regulations and in accordance with proper accounting practice.
5	Monitor and report to the Assistant Headteacher on Pupil Premium Expenditure
6	Act of the point of contact for enquiries via email, telephone and face to face from parents/carers and students regarding trips and visits.
7	Complete Charity Commission Annual returns as required.
Notwithstanding the detail in this job description, in accordance with the Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Council Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Council of Cheshire.	