

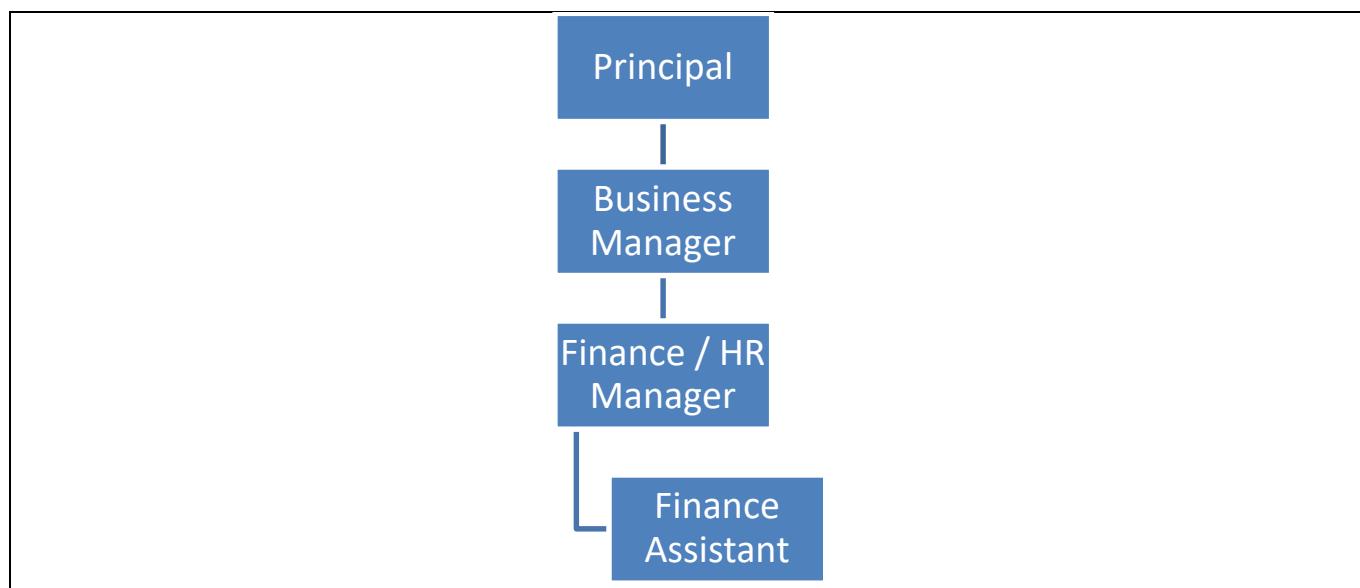


General Data Protection Regulations 2018 - This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

SECTION A

Role profile ref:	01425
Department / section:	Education - Schools
Role title:	Finance / Administration Assistant
Reports to:	Finance / HR Manager
Role purpose:	Day-to-day receipt and management of income and order processing for expenditure Student reception General administration

SECTION B – ORGANISATION



SECTION C - ROLE REQUIREMENTS

ACCOUNTABILITIES	ACCOUNTABILITY STATEMENTS	% OF TIME
Finance	Daily Finance – <ul style="list-style-type: none"> • All student income collection receipt and banking, using Tucasi • Set up of individual accounts and trips on Tucasi • Respond to parent queries relating to student income. • Administration of music fees, minibus fees and bus passes • Administration, ordering and distribution of student items • Student invoicing for damage to property • Processing of all monies banked into the HCC financial management system against the correct cost codes • Process purchase orders and payments and ensure orders are delivered within the expected timescale • Monitoring of trips and events to ensure these are not run at a loss • Liaise with suppliers to return unwanted goods • Chase up debtors for payment • Purchase card and monthly reconciliation • Petty cash reconciliation • Processing library fines 	50%
Administration	<ul style="list-style-type: none"> • General admin including issuing student bus passes, dealing with queries, collating response slips for trips and visits • Staffing Student Reception, responding to student queries, calling parents on behalf of students and helping as required • Provide cover for main college reception, including incoming and outgoing post • Administration of student mobile phone policy, including logging onto ClassCharts and home contact 	40%
Student welfare	<ul style="list-style-type: none"> • Undertake welfare support to students including provision of first aid as appropriate • Administer medication as required 	10%

- Prioritise tasks/workload
- Payment demands – liaise with suppliers – refer unresolved issues to line manager.
- Order requests – determine if budget available to cover costs – may refuse order.

SECTION D – The main contacts – external/internal customer contacts and purpose

Internal Contacts

- Teaching Staff – liaise regarding departmental running costs, activity account budgets, orders and payment of invoices
- Finance Manager – advise of overdue accounts and unresolved issues with suppliers – discuss work loads

External Contacts

- Parents – letters to parents regarding music tuition fees/activity payments
- Suppliers – liaise regarding orders and payments
- External fund providers – prepare project budgets, prepare quarterly income and expenditure accounts to draw down funding

SECTION E - Working conditions – environment, and physical effort or strain

- Normal office environment

SECTION F - Context/additional information

- Training is required for updates/changes to financial management systems as and when they occur

SECTION G - Entry: Necessary role-related knowledge, skills and experience at selection

- Educated to minimum Grade C GSE level or equivalent in maths and English
- Exceptional numeracy, literacy and communication skills
- Good organisational skills and the ability to prioritise own workload
- Competent in Microsoft Office packages – knowledge of Tucasi and IBC advantageous
- Capable of working on own initiative
- Skilled in maintaining personal and professional confidentiality
- Experience in a financial background
- Experience of proof reading and checking for errors

SECTION H – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 3-6 months

(To be fully competent in all aspects of the role will take a whole academic year as certain aspects of the role will only occur annually)

SECTION I – Operationally effective: How would effectiveness in role be demonstrated?

- Good organisational skills
- Competent in all areas of financial systems
- Good communication with staff, parents, students and external contacts.
- Ability to work independently and on own initiative
- Competent in all accountability areas

SECTION L - Adding value: What characteristics will the advanced role holder demonstrate?

- More proactive in the management of their role
- Willingness and ability to take on additional responsibilities allocated by the Finance Manager
- Willing to take wider college responsibilities and add to the development of college systems and processes