**Saltaire Primary School**

**Finance & Resources Manager**

 **Band 7 Scale 21 - 25**

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation.

**Prime Objectives of the post:**

As a member of the administration team this person will provide financial and clerical support within the main school office.

**Supervision and guidance**:

* Responsible to the Business Manager.

**Range of duties:**

* To be responsible for the procurement of goods and services from order to payment stage.
* Maintain accurate and up-to-date manual and computerised records in line with the schools financial procedures manual.
* To accurately record and reconcile monies received by the school in respect of meals, trips etc.
* To manage school trips on behalf of teaching staff.
* To be responsible for petty cash.
* Monitor and report on non-payment of monies by parents/carers.
* Provide general advice and guidance to staff, pupils and others.
* Provide general clerical and admin support as required in school office.
* Work with the business manager to ensure the school achieves’ Value for Money.’

**Responsibility:**

* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other learning activities required of the role.
* Appreciate and support the role of other professionals.
* Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.