

# SEAX Multi-Academy Trust

## BUSINESS CO-ORDINATOR

### Thriftwood School & College Job Description & Person Specification



<b>Job Title:</b>	<b>Business Co-Ordinator</b>
<b>Grade:</b>	<b>Scale 6 Permanent, 35 hours per week</b>
<b>Responsible to:</b>	<b>Business Manager/ Headteacher</b>
<b>Based at:</b>	<b>Thriftwood School</b>

### The SEAX Vision

*“The Trust academies, within the community of Essex, will:*

*Provide outstanding educational experiences for children and young people with special educational needs*

*Put the well-being and achievement of pupils at the heart of all decision making”*

The overriding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.

### **Job Description: Business Co-Ordinator**

<b>Core Purpose</b>
To provide efficient support to the School & College Business Manager through accurate financial accounting and reporting systems in accordance with SEAX Financial Regulations and GDPR requirements.
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• All aspects of school-based finance – see below</li> </ul>

<b>As a Business Co-ordinator you will</b>
<ul style="list-style-type: none"> <li>• Provide financial administration, including but not limited to placing orders, maintaining the purchase ledger, and processing income</li> <li>• Undertake the inputting of delivery notes for both school and college sites</li> <li>• Undertake the inputting of invoices and credit notes on the purchase ledger, including avoidance of non-order invoices</li> <li>• Be responsible for ordering, documenting, entering and reconciling all charge card purchases with monthly statement</li> <li>• Be responsible for processing staff expenses and mileage claims once approved by Headteacher and Business Manager</li> <li>• Undertake full administration of Arbor MIS, including setting up new items for payment, processing income and refunds, updating FSM information as necessary, assisting parents and staff with proper usage, monitoring the timely payment of instalments</li> <li>• Be responsible for the school asset inventory, including annual checks, disposals, maintenance throughout the year and marking assets appropriately</li> <li>• Compile the monthly catering trading accounts for school and college, for inclusion in the monthly management accounts</li> <li>• Assist in the collation of information for monthly management accounts, providing reports and financial information as necessary</li> <li>• Assist in the preparation of the annual budget as required</li> <li>• Support the Business Manager with HMRC IR35 checks</li> <li>• Administer BACS runs after payment and email remittances</li> <li>• Negotiate and finalise SLA agreements where required, liaising with the Business Manager as necessary</li> </ul>

- Cover for the college finance assistant during holiday periods, in accordance with working pattern
- Liaise with suppliers regarding deliveries
- Assist in the preparation of 'best value' documentation
- Assist with any issues arising from the monthly VAT returns submitted at Trust level
- Monitor voicemails, ensure correct outgoing message is in place immediately prior to holiday periods, and updated on return
- To place weekly Tesco grocery order, administer paperwork and ensure delivery saver pass is current
- Create and distribute invoices for after school clubs and extra-curricular activities
- Add commitment orders for annual contracts to PS Financials
- General administrative duties as required by the Headteacher/Business Manager
- Chase debtors – including parents – for any monies outstanding
- Run monthly aged debtors report and action as necessary
- Undertake the scanning of and attaching documents in PS Financials
- Administration of the accounts and Tesco orders email inboxes, including appropriate usage of out of office notification for accounts inbox
- Assist in the preparation of relevant information for Ofsted
- Be responsible for filing, security and retrieval of financial data
- Cover for other administrative staff on a short-term basis when necessary
- Complete journal request documentation as necessary
- Administer vouchers for free school meals for both school and college students prior to holiday periods
- Assist with ICE inspections and audit preparations
- Undertake booking, ordering and all finance for school trips and visits

### General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To act as an advocate for the school at all times and a role model to pupils, ensuring all tasks are undertaken in a timely, professional manner and with a 'can do' attitude
- Contribute to the overall ethos, work and aims of the school and Trust
- Establish constructive relationships and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Respect confidentiality and maintain professionalism at all times
- Comply with all school and Trust policies and procedures, including, but not limited to, the Code of Conduct, Financial Regulations and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the SEAX Trust's Single Equality Policy

**The SEAX Trust and Local Academy Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

## Person Specification: Business Co-Ordinator

### KNOWLEDGE & QUALIFICATIONS

#### Essential:

- Level 3 qualifications in English and mathematics
- Recognised finance/accounting qualification at Level 3 or above
- Experience of a computerised accounts system
- Experience of a computerised school MIS
- Proven experience in working with school finances
- Fast and accurate keyboard skills
- Strong IT skills with a good knowledge of Microsoft Word and Excel
- Practical experience of working in a demanding office environment and dealing with a wide range of individuals
- Discretion, sensitivity and confidentiality
- Ability to consult with colleagues in a positive and effective way
- Excellent written and verbal communication skills
- An excellent telephone manner and interpersonal skills
- Ability to work flexibly and use own initiative, working independently and collaboratively as part of a team, including those staff working on other sites
- A clear commitment to develop and learn in the role and effectively evaluate own performance
- An ability to organise and prioritise work, to cope with competing demands, deadlines and frequent interruptions
- Ability to contribute to the development and implementation of effective systems to share and safeguard information
- Ability to produce work to a high standard and willingness to undertake new challenges
- A good level of general health and fitness commensurate with the role
- A good record of attendance and punctuality in the last 3 years
- To be aware of the school's duty of care in relation to staff, pupils and visitors and to comply with the Code of Conduct, regulations and all policies of SEAX Trust at all times

#### Desirable:

- Experience of PS Financials
- Experience of Arbor MIS
- Experience within a SEND education environment