

JEM Business Consulting

JOB DESCRIPTION

JEM Business Consulting is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title	Finance and Human Resources Administrator Consultant
Responsible to:	Director
Type of Position	Fixed term in the first instance
Level and Scale Point	£16.00 per hour
Hours	30 hours (job share would be considered)

ROLE OVERVIEW:

To promote the ethos of JEM Business Consulting whilst working for the Business, ensuring that professionalism remains at the forefront of everything undertaken.

Promoting the services of JEM Business Consulting and to support the work of the schools assigned to ensuring smooth running of the administration/finance/HR and premises functions of the school and school community.

The role is that of a Finance and Human Resources Administrator working remote/home bases as well as on school site basis, providing both short term and long term support for schools on a remote and on site basis.

ROLE PURPOSE:

- To provide support to the schools assigned to providing support as per the Service Level Agreement on a remote/home working as well as on site basis. The role may be on a short- or long-term basis, which includes fulfilling the roles of:
 - Receptionist/Finance Assistant/Finance Manager/Office Manager/and supporting the role of School Business Manager
- To undertake basic financial responsibilities, general accounting, day to day banking, payroll.
- To undertake basic HR responsibilities.
- To support effective management of the school finances in line with the requirements of the Local Authority and school
- To play a part in providing a welcoming, professional reception and the efficient execution of administration and clerical tasks throughout the school
- To contribute to effective safeguarding processes
- To work in partnership with the school staff to enhance their effectiveness to achieve improved standards of learning and achievement in the school and ensure that the school meets its educational aims
- To ensure effective use of resources to support the school's learning objectives
- To provide an efficient administration service to the school
- To undertake basic financial responsibilities, general accounting, day to day banking, payroll.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

- To undertake basic HR responsibilities.

MAIN RESPONSIBILITIES:

- To provide business and administrative support to JEM Business Consulting and the schools assigned to
- Ensure confidentiality.
- Ensure compliance with recognised protocols for safeguarding, finance and HR, eg KCSIE, LA and DfE financial compliance.
- Maintain good relationships with customers, contractors, and external agencies to promote the aims of the Business. Uphold an efficient and positive atmosphere in the office.
- Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the business.

GENERAL RESPONSIBILITIES

- To carry out duties and responsibilities in accordance with policies and procedures
- To comply with individual responsibilities, in accordance with the role, for health & safety in the work place
- Present a positive, consistent and professional can-do approach to all work requests in support business improvement.
- Ensure current and potential customers are aware of the company ethos
- To undertake any other duties, which may be reasonably required and commensurate with the grade of the post
- All staff are expected to support our School customers commitment to safeguarding and child protection

FINANCE AND HR

- Providing timely and effective operation of business and administrative support service to JEM Business Consulting and its customers, liaising with colleagues to maximise impact.
- Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the business.
- Provide Finance/HR and Administration support to schools
- Liaise with schools, contractors and suppliers
- Prepare and maintain filing systems and records
- Provide ad-hoc finance, HR and administration cover to JEM Business Consulting customers in accordance with Business policy and procedures
- To support matters relating to the administration of all business finances including:
 - Manage and deal with the day to day school finance management
 - Process approved purchase requisitions
 - Process invoices
 - Run BACS/Cheque runs
 - Support the month end process
 - Support the year end process
 - Receive income in conjunction with business processes and policy
- To support matters relating to HR and Personnel in school, including DBS applications

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- Review/maintain personnel files
- Review/maintain the Single Central Record
- Data entry/input/review (SIMS/FMS/Sage/PS Financials/Arbor etc)
- Ensure that school safeguarding and visitor management protocols are followed
- Security of visitors and contractors
- Monitor and manage jointly the School Email address, responding to requests, as necessary.
- Day to day school office duties
- Generate correspondence and reports of a routine nature.
- Administer First Aid as required
- Maintain Filing Systems.
- Send correspondence to customers/suppliers

HEALTH AND SAFETY

- Responsible for day-to-day health and safety matters, including ensuring that accidents are reported, and relevant forms completed in accordance with Health & Safety Executive, risk assessments are completed and Premises Statutory Compliance checks are undertaken
- Responsible for overseeing the smooth running of the Premises
- Ensure compliance with GDPR requirements

PROFESSIONAL DEVELOPMENT

- Develop skills and knowledge by attending courses, workshops, and meetings.

GENERAL

- Maintain a professional persona at all times
- Ensure all duties and responsibilities are discharged in accordance with the Health and Safety Policy
- Ensure all duties and responsibilities are discharge in line with General Data Protection Regulations
- Ensure all duties and responsibilities are discharged with due regard for safeguarding and promoting the welfare of children and following the child protection procedures adopted by School and Local Authority
- Ensure equal opportunities for all by adhering to the school's policy and challenging prejudice
- Ensure a high level of confidentiality is maintained in all aspects of work
- Maintain excellent public relations
- To undertake other reasonable duties relevant to the post.

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Finance and Human Resources Administrator

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Excellent communication skills GCSE (grade C or above) or equivalent - Maths & English Clear spoken English	Relevant qualification for Business office environment Experience of writing reports and to deliver this in a written or verbal form to a variety of audiences
Professional Experience	Experience of working within a school office environment Basic understanding of School Business finance Previous experience of maintaining a filing system	Willingness to undertake training
Knowledge and Understanding	Several years' experience of working in an office An understanding of your role in promoting equal opportunities within the context of a Business environment An understanding of safeguarding issues relating to children and other stakeholders	Knowledge of general accounting management systems such as Sage or a willingness to undertake relevant training Knowledge of basic financial management or a willingness to undertake relevant training

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	Essential Criteria	Desirable Criteria
Skills / Attributes	<p>Ability to undertake a range of office administration duties</p> <p>Able to work independently and as part of a team</p> <p>Positive approach to problem solving</p> <p>Good telephone manner</p> <p>Tact, diplomacy, confidentiality and sensitivity are paramount to this post</p> <p>Good organisational skills – able to prioritise workload and manage time</p> <p>Able to use Word and Excel and Outlook and demonstrate computer literacy</p> <p>A flexible approach to work</p> <p>A pleasant and welcoming manner, the ability to deal with unexpected events calmly and efficiently</p> <p>Ability to form strong working relationships with different members of the Business team</p>	<p>Previous experience of using Finance packages</p> <p>Previous experience of reception duties</p>

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Finance and Human Resources Administrator Specification Selection Criteria

	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications			
Educated to GCSE standards in English and Maths	✓		Application form
Excellent communication skills	✓		Application form and at interview
Relevant qualification for School/Business office environment		✓	Application form
Experience			
Experience of working in a school office environment	✓		Application form/at interview/references
Experience of working in a Business environment		✓	Application form/at interview/references
Experience of Reception duties		✓	Application form/at interview/references
Experience of Microsoft Office applications	✓		Application form/at interview/references
Basic understanding of Business finance		✓	Application form and at interview
Personal and Professional Skills and Attributes			
Highly motivated and enthusiastic	✓		Application form and at interview
Highly professional standards	✓		Application form and at interview
Ability to stay calm under pressure	✓		Application form and at interview
Ability to make telephone calls and make visitors feel welcome	✓		Application form and at interview
Ability to defuse situations	✓		Application form and at interview
Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc	✓		Application form and at interview
Ability to work effectively as a part of a team	✓		Application form and at interview
Willingness to undertake First Aid Training	✓		Application form and at interview
Willingness to play a part in the wider life of the Business	✓		Application form and at interview
An understanding of safeguarding issues relating to children and other stakeholders		✓	At interview
Knowledge of SIMS or a willingness to undertake relevant training		✓	Application form and at interview

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Knowledge of basic financial management or a willingness to undertake relevant training		✓	Application form and at interview
Tact, diplomacy, confidentiality and sensitivity are paramount to this post	✓		At interview
Positive approach to problem solving	✓		At interview

Requirements from confidential references	Essential
Written references only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
In addition to the above selection criteria JEM Business Consulting will require the appointed candidate to undertake a Disclosure Barring Service (DBS) Enhanced Disclosure and medical questionnaire in accordance with safer recruitment guidelines	✓

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