

JOB DESCRIPTION - FINANCE ADMINISTRATOR (TRIPS & VISITS)

THIS POST IS FOR 16 HOURS PER WEEK / TERM TIME ONLY

Job Purpose

To be responsible for all aspects of the School's trips and visits operation including receiving and recording payments, drafting correspondence with parents, and maintaining detailed records. The role will also undertake trip risk assessments and be the schools EVC.

The post will be paid at Grade 6 Scale Point 18-21.

Reporting to the Operations Manager, the main duties will include:

- Liaise with trip organisers over all aspects of trip arrangement;
- Produce formal trip letters to Parents/Carers;
- Administration of the school's ParentPay system;
- Receive payments for trips and other school events via cash/cheque/online;
- Banking all School Fund monies and record them all on the School's Quickbooks system;
- Collate and monitor all parental permissions for trips;
- Reconcile school fund bank account;
- In conjunction with trip organiser, book transport for school trips;
- Chase outstanding payments from students;
- Monitor and apply Pupil Premium contributions to school trips;
- Process and record all school fund invoices from suppliers;
- Financial reporting from Quickbooks;
- Co-ordinate the school's annual enrichment week programme;
- Monitoring and recording payments for the School's iPads for Learning scheme;
- Recording school charity collections;
- Issuing out tickets for school productions/events;
- Maintain and reconcile school fund petty cash account;
- Preparing school trip risk assessments;
- Collating passport information for residential trips;
- Any other duties commensurate with the duties/responsibilities/grade of the post.

In addition to the above duties, the post holder will be the School's Educational Visits Co-ordinator and will undertake the necessary training to fulfil this role.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection, reporting all concerns to the appropriate person;
- Contribute to the overall ethos/work/aims of the school;
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Signed: _____ (Post holder) Date: _____

Signed: _____ (Line Manager) Date: _____