



## ROLE SPECIFICATION

### ADMINISTRATIVE ASSISTANT – FINANCE (PART-TIME)

- Context:** Morrison's Academy is a co-educational independent school for children from the age of 3 to 18 years. A large hall and 45 acres of school playing fields are located on separate campuses a short distance from the main school.
- Set within the attractive market town of Crieff, Morrison's looks out on stunning countryside and yet is only an hour's drive from Edinburgh and Glasgow.
- The ethos of the school is shaped by high expectations, toleration, courtesy and respect for others, and regard for ethical and moral values. A combination of modern and traditional teaching and learning opportunities provide young people with the knowledge and skills to lead successful and well-balanced lives. In partnership with parents we encourage our young people to develop their full potential, academically and personally. Excellent pastoral care, concern for the individual pupil and a wide range of co-curricular activities also contribute much to our friendly, purposeful atmosphere and sense of community.
- Role:** As part of the administrative support team within Morrison's Academy, to create a friendly, welcoming first point of contact within the School and to provide support and assistance to the Bursar's and the administrative support team.
- Qualifications:**
- Essential
- Previous experience of computerised bookkeeping
  - Competence in MS Windows based applications; particularly Word and Excel
  - Excellent numeracy and communication skills
  - Ability to work to deadlines
  - A co-operative and flexible approach to work and the ability to manage a varied workload
- Desirable
- Experience of organisational/public interface
  - Sound knowledge of PAYE, Payroll and Pensions administration
- Accountable to:** The Bursar (Finance)
- Hours of work:** 10-15 hours per week on a flexible basis. These basic hours would normally be worked during the hours of 08.30 and 17.30.
- Leave entitlement:** Contractual leave entitlement is 28 days statutory holidays (calculated on a pro rata basis for part time employees). These are to be taken during scheduled school holidays.
- Salary Scale:** Basic salary will be dependent on experience and will be linked to the Morrison's Academy Support Staff Pay Scale. This is reviewed annually.

## **ADMINISTRATIVE ASSISTANT – FINANCE (PART-TIME)**

### **Primary functions of the role:**

- To be responsible for all invoice posting and journals each week as well as the writing of cheques and banking of payments received.
- In relation to the purchasing function, to ensure that all invoices are distributed to the relevant department for authorisation and, once authorised, to ensure that invoices are posted onto the accounting system, paid monthly and remittance advices emailed to suppliers.
- To act as first point of contact for all utility suppliers and consultants in respect of invoicing and payment and monitor prices and consumption.
- To provide day-to-day support to the Bursar (Finance).
- To be responsible for all administration relating to refectory lunch passes including the receipt of cash payments from pupils and staff.
- To be responsible for all administration relating to pupils' fee insurance, incorporating on fee run.
- To deal with Finance Office correspondence.
- To provide ongoing budgetary updates to Heads of Department and deal with Staff expenses.
- To administer all matters relating to payment of salaries including timely and accurate collation of salary information, payment of additional hours, implementation of incremental increases, superannuation and personal pension contributions, NI contributions, SSP and SMP and to keep accurate records of such payments.
- To produce regular month-end payroll reports as required by the Bursar's for inclusion in management accounts.
- To liaise with HMRC and other agencies as required in respect of payments relating to salaries.
- To update and distribute the fee notice and corresponding documentation.
- To answer calls that are directed to Reception and Finance Office in a courteous and timely manner.
- To deal with all correspondence related to donations. In collaboration with the School's Development Officer.
- To assist with the preparation of the annual audit.

### **Secondary functions of the role:**

- To provide Reception cover as required.
- To provide administrative support for the Bursar (HR & Facilities) on an 'ad hoc' basis.
- The Administrative Assistant – Finance, shall comply with the individual responsibilities imposed by the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to co-operate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others

This role specification is intended to convey a broad outline of the position and responsibilities of the Administrative Assistant - Finance. It is not definitive and will be mutually reviewed and developed as the role evolves.

January 2017