

## **Job Description**

**Post:** SCITT Finance Administrator

**Grade:** Range 3

**Responsible To:** SCITT Manager

**Pattern:** 15 hrs / 38 wks

**Key functions: to ensure consistent high quality of expectations and outcomes the postholder will:**

### **Administrative roles**

1. Update and maintain the SCITT Website.
2. Manage the office including supplies and suppliers ensuring best value for money.
3. Following the DBS process, by letter inform all schools of trainees' DBS status prior to starting at the placements schools.
4. Respond to any queries via email/telephone within 5 working days.
5. Support the SCITT Manager in arranging and planning all marketing events.
6. Order any marketing materials such as pens, bags, mugs, water bottles, note pads, certificates etc.
7. Support the SCITT Manager and SCITT Director in planning a gala dinner once a year for trainees end of year celebration. Support the set up of various lunches and open days during the year with local schools.
8. Organise refreshments for all SCITT events as appropriate.

### **Finance**

1. Process all invoices for payment using the RLS finance system and comply with the school's payment policies.
2. Process petty cash payments via RLS finance system and comply with the school's payment policies.
3. Be responsible for the SCITT's credit card, once a month process via RLS finance system and comply with the school's payment policies.

4. Budget - Monthly budget update to be sent to Director/RLS Business Manager / Link Governor.
5. Support the SCITT Director in creating budget reports to share with the governors.
6. Process Student Loans - trainees all set up on the HEP portal - confirm their registration, confirm attendance every term (as this triggers the bursary).
7. Bursary - keep up to date on actual figures as they change annually. Arrange payment to appropriate trainees. Some are set up on the school's finance system and others are paid via the SFE portal.
8. Inform schools of placement fees/salaried funding - keep up to date on actual figures as they change annually.
9. Trainee fees - ensure all trainees pay their student fees. Some are paid via the RLS finance system whilst others are paid by SFE. Keep track of all fees received and update the budget accordingly.
10. Audit - Be available to answer any questions and show any necessary paperwork when RLS have their annual audit.
11. AGR / Salaried return - complete all the necessary paperwork and send to Auditors. This will include sending contracts, registrars for trainees attending the course as well as ID documentation. Once signed off by Auditors, submit all completed documentation to the DfE.

**The duties of the post may vary from time to time, as required by the Director of Partnership and the SCITT Chair, without changing their general character or level of responsibility entailed.**

**The safeguarding of every student is the responsibility of every member of staff. To promote a safe environment for students, all teaching and support staff and governors are required to follow the school's Child Protection & Safeguarding policy (reviewed annually).**

**Our Selection and Recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service checks, as recommended by Buckinghamshire County Council as governed by current legislation.**

Signed:

Post Holder: .....

Date .....

Line Manager: .....

Date .....