

## **JOB DESCRIPTION**

**Split role Finance Assistant/HR Administrator [01.2023]**

**Full time 52 weeks - salary £26,000-£28,500 per annum**

This job description and Seaford College's Contract of Employment, Employment Policies, Staff Handbook set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Line Manager or Headmaster and the member of staff and may be reviewed annually as part of the performance management process.

**REPORTING TO:** Director of Finance and HR Manager

**DEPARTMENT:** Finance and Human Resources

**Hours:** Full time 0830 hrs to 1700 hrs, one-hour unpaid lunch

**52 weeks per annum 5.5 weeks holiday plus bank holidays**

## **Key responsibilities**

To provide an effective finance assistance and HR administration service in an efficient, professional, and effective manner. Flexibility in approach to enable the departments to cope with peak workloads throughout the year.

The Finance Assistant/HR Administrator provides support across both finance and HR functions.

Finance Assistant - Support with maintenance of fee ledger, purchase ledger and nominal ledger together with finance administration and reporting.

HR Administrator - Support with information and reference gathering, DBS and other checks, data entry and maintenance, upkeep, and support with Central Register of information, filing/archive support, HR administration generally.

## **Finance Support**

- To provide administrative support to finance team members in relation to all aspects of the department including fee ledger maintenance; fee production, recharge posting, banking, credit control. Purchase ledger maintenance; invoice & payment processing, spreadsheets, and support with reconciliations, trips & tour administration.
- Support with payroll function given by HR Administrators and payroll inputs.

- Support with general office functions; phone, post, and filing. To act as cover for finance assistants to give a seamless process

## **HR Support**

- Working alongside HR Administrator, ensuring information is accurate, safely stored and easily accessible both in hard files and digitally
- Maintaining and recording HR archiving
- Supporting HR team develop and maintain administrative systems and process for HR and HR projects and where appropriate supporting with development of HR policy and procedures
- With training to advise HR Manager on information required to complete all HR checks, queries, gaps or concerns in relation to checks, files and paperwork
- With help from HR Manager, assist to ensure Payroll / Finance Department are notified of changes to staff terms and conditions where appropriate, to act on management instructions and staff requests in a timely fashion
- To act as cover with HR Administrator to give a seamless process

## **General**

- To undertake work commensurate with the grade across the College as reasonably required by the Headmaster.

## **Qualifications and Experience**

- Educated to A Level Standard or equivalent
- Previous Finance/HR experience advantageous but not essential
- Excellent skills in MS Office; Word, Excel, Outlook diary and email management, working knowledge of computerised finance/HR systems (PASS & SIMS experience desirable but not essential)
- Excellent adaptable organisational and administrative skills, with the ability to prioritise and juggle a busy workload
- Proactive at all times and able to work on own initiative without supervision.
- Professional and confident with excellent interpersonal and communication skills. You will have the ability form effective relationships with people at all levels and to communicate well over the telephone, face to face and in writing
- Pro-active and able to assimilate new information quickly
- Highly diplomatic and discrete with the ability to handle highly sensitive matters and maintain confidentiality

## **PERSONAL SPECIFICATION**

### **Finance Assistant/HR Administrator**

Seaford College is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age. This Person Specification is designed to help members of interviewing panels to judge the qualities of interviewees in a systematic and consistent way. It is given to all job applicants for information.

#### **Experience/Knowledge**

- Experience and/or ability to complete Finance assistant & Human Resources administrator responsibilities and support both departments
- Ability to type accurate and complex employment/contractual documentation and correspondence
- Ability to use/learn Finance/Human Resources IT systems
- Knowledge of general office practices and procedures
- Knowledge of general IT systems and applications including spreadsheets, word processing and databases
- Experience of producing letters and documentation using information technology
- Experience of maintaining comprehensive records
- Experience of prioritising workload, time management and dealing with conflicting priorities

#### **Skills and abilities**

- Demonstrable Clerical and administrative skills
- Teamwork skills and attention to detail
- Excellent verbal, analytical and communication skills in order to work effectively with all stakeholders to explain complex techniques
- Ability to work to deadlines and within defined standards
- Ability to compose and produce standard letters and reports using IT applications (Word, Excel, Outlook, HR Systems)
- Ability to deal sensitively and appropriately with confidential information
- Ability to undertake routine calculations
- Ability to take notes/minutes at meetings
- Ability to undertake research and use initiative

**Qualifications:** A good standard of education (A levels or equivalent including Maths and English at GCSE)

## **GENERAL MATTERS**

To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably require.