SOUTHWARK DIOCESAN BOARD OF EDUCATION

Developing Church of England Education

JOB DESCRIPTION

POST: BUILDINGS & FINANCE ADMINISTRATOR

POSTHOLDER:

The postholder is part of the staff administrative team whose roles and functions are set within the context of the Board’s Mission Statement.

She/he is responsible to the Buildings & Capital Programmes Manager and the Financial Controller on a day-to-day basis but ultimately is responsible to the Director.

Training will be given on the specific systems and programmes used by the post holder.

Duties and Responsibilities:

(a) Administrative:

- support the administrative functions of the Buildings and Capital Programme Manager and the Financial Controller;
- support with the development and implementation of internal processes;
- responsible for the administration of the Finance & Development Committee including agenda setting, circulation of documentation, minute taking and chasing any follow-up action;
- sites and property, insurance, filing and archiving;
- finance filing and archiving;
- assist with the smooth running of the reception area and service, including providing support as evening receptionist on occasion (for which time off in lieu will be given).

(b) Claims

- respond to grant applications and enquiries from diocesan schools;
- advise and guide schools through the application process for claiming grant funding;
- build strong relationships with key partners such as the ESFA, local authorities, headteachers and building consultants, maintaining our role as a supportive funder;
- secure all funding in advance of building work and ensure building costs and fees are allocated to the appropriate funding stream;
- ensure correct criteria is applied to grant spending and that spending deadlines are met;
- ensure each project remain within budget and be alert to potential overspending or underfunding;
- raise internal and external sales invoices;
- assist finance department in carrying out credit control as necessary;
- process incoming supplier invoices;
- oversee day to day coordination of project management fees and assist Financial Controller in long-term, strategic planning of the same;
- collate and tabulate diocesan school census data for in-house funding scheme (EPMS) and school statistics;
- coordinate EPMS subscription mailing to school treasurers and school business managers. monitor and carry out credit control;
- complete annual DfE assurance returns for grant funding;
- prepare paperwork for periodic, DfE audit of grant funding;
- prepare sample paperwork and financial records for annual, internal audit;
- financial reconciliation of projects;

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• file and archive final project paperwork and invoices.

**In carrying out the above tasks the post holder will be expected to:**
• have an understanding of the voluntary aided schools system and C of E Academies;
• have an understanding of education finance processes and systems.