

JOB DESCRIPTION

FINANCIAL ADMINISTRATOR

PRIMARY TASKS:

- Manage and administer the financial & asset resources of the school
- Administer staff payroll and liaising with Multiserve (payroll company)
- Draw up and administer employment related paperwork
- To carry out secretarial duties in the absence of the secretary.
- Delegating & overseeing jobs of Financial Assistant
- Board of Trustees (BOT) minutes secretary

RANGE OF ACCOUNTABILITIES:

<u>Financial Management Support</u> <u>Day to Day</u>	<u>Outcomes</u>
<p><u>Overseeing collection of monies;</u></p> <ul style="list-style-type: none">• Daily reconciliation of money collected through classrooms, eftpos & at front desk;• Preparation of daily banking;• Day to day management of all the bank accounts• Overseeing entering donation/trips etc. payments in student manager & printing of receipts• Schedule regular meetings with Principal to discuss financial matters	<ul style="list-style-type: none">• Ensure all monies received at the school office be accurately accounted for;• No monies remain on site;• Request, draw and countersign cheques as required;• Transfer bulk funds into Cash Fund and redraw during the term for maximum interest• Matters which arise are addressed promptly• Monthly reporting to Board re donations/payments received• Receipts for all money received

<p style="text-align: center;"><u>Financial Management Support</u> <u>Monthly</u></p>	<p style="text-align: center;"><u>Outcomes</u></p>
<ul style="list-style-type: none"> • Management of the Imprest (02) account; • Data entry and maintenance of “MUSAC” school accounting system; • Reconciling/monthly journals of Staff Useage and Expenditure Report (SUER) payment record for all relievers/ staff to correct payment ledgers • Code invoices and get them authorised; • Prepare creditors schedule; • Reconcile bank statements; • Generate financial expenditure reports; • Prepare financial reports for monthly BOT meeting; • Printing donation statements once a term • Generate budget expenditure reports for curriculum groups; • Reconciliation and allocation of Operation Grant wage payments to budgets as indicated in SUE Report. • Check banked staffing fortnightly and take necessary steps to maximise our staffing entitlement • Print cheques for Board meeting to be authorised and signed • Print bank balance and statements from internet banking on the 1st of each month and forward Parent Teacher Association (PTA) statement to PTA Treasurer • Enter all PTA transactions as per Treasurer monthly report into financial software package 	<ul style="list-style-type: none"> • Reimburse 02 account as required to maintain uncommitted balance of \$2000; • Financial report compiled monthly and checked by Principal • Monitor 00 account to ensure adequate cash flow; • Principal authorised each invoice for payment • Develop current financial status report; • Parents updated each term with all monies owed to school • Curriculum leaders know how much spend/left to spend on budgets • All wages allocated to correct budget to follow expenditure • Banked staffing to be ‘nil’ or overused by the end of March each year. • Board authorised all cheque runs • Keep copies of bank balances at the start of each month to monitor bank accounts • Principal authorises all PTA spending/ donations

<u>Financial Management Support</u> <u>Annually</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Timely preparation/filing of necessary documentation in January for annual audit • Correspondence/communication with the auditors, Deloitte re financial matters • Prepare draft budget for Treasurer with year-to-date expenditure, and set budgets for next year • Oversee that Curriculum budgets are drawn up and sent to draw up draft budget • Update National Bank authorised signatory mandates whenever there is a change 	<ul style="list-style-type: none"> • Ongoing development of audit file • Assist with budget preparation • Meet published timeframes • Curriculum budgets prepared • All cheques are signed by authorised signatories

<u>Asset/Resource & Property Management</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Data entry and maintenance of “Asset Manager” Database; • Update of minor capital register • Maintenance of filing systems; • Hall bookings for after-school programmes and weekend functions • Preparing invoices/collecting hall hire fees at the end of each term • Preparing annual contracts for existing hires and new hires • Reconciling vandalism expenses and requesting additional funds from Ministry of Education (MOE) if necessary • Reconciling income/expenditure of building projects and reporting to Principal/Board • <u>ASSETS PAID BY MOE:</u> <ul style="list-style-type: none"> ➤ Prepare Tax Invoice, Memorandum of agreement and Completion Certificate for MOE for reimbursement of project fees. 	<ul style="list-style-type: none"> • Board’s assets can be defined, replacement schedules provide direction for budgeting and developing yearly maintenance schedule • MOE provides sufficient funds • MOE responsible for all vandalism expenses exceeding \$10.00 per pupil • Contractual budget for project will not be exceeded • Liaise with project manager to complete paperwork required by MOE and advise when funds paid into the account

<u>Payroll/Funding</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Update of staff list, including registration status – advise staff of any issues re registration • Update Multiserve with change of staff contact/bank details • Teachers Council website & advise staff if it is not up to date • Issuing leave application forms to staff and ensuring payroll is updated with staff on leave every fortnight • Daily completing reliever's forms to be sent to payroll at fortnightly payroll closedown dates • Timely communication of any payroll changes • Preparing new employment agreements for part time/fixed term staff at the start of each year and update payroll with the new hours/wages • Sending through any changes in pay, hours, increments etc. due to payroll • Provide Kiwisaver information to new staff and process enrolment if required • ensure salary assessment is completed and sent in to place teacher on correct salary scale • Update payroll with unit allocation every term or whenever needed • Apply for Beginning Teacher, 2nd year teacher and overseas teachers funding MOE • Invoice cluster schools or MOE for grants, funding or allowances 	<ul style="list-style-type: none"> • Database is up-to- date and distributed to the parent key persons to organise for support activity in the school as requested by staff; • SUE Report is reconciled • Relievers paid correctly and leave adjusted by payroll • All staff have up to date employment agreements • BOT & statutory obligations are met • Communicate to the Principal any discrepancies relating to salaries and payments; • Ensure we receive all funding entitlements

<u>International Students</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Liaising with International Student Managers and preparing invoices for international student fees • Receipting of fees received, preparing Offer of Place and providing proof of payment for immigration to issue visa to student • Assisting International Student Managers in obtaining all relevant permits/visas & documentation required • Following up on visa's due to expire • Ensuring the International Student database is correct and up-to-date • Paying the Ministry of Education International Student Levy • Payment of Agent commission where applicable • Monthly reporting to the board re number of students and fees received • Keeping filing up-to-date for students, Code of Practice requirements 	<ul style="list-style-type: none"> • International students are enrolled according to the Code of Practice for International Students

<u>Human Resources</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Preparing agreements for employees • Collecting & forwarding relevant new employee information to payroll centre • Communication to applicants confirming receipt of application and outcome of application • Opening new personnel files & filing all personnel correspondence in a confidential manner • Liaison/correspondence with payroll service on behalf of staff in relation to salaries • Ensuring all non-teaching staff at school are police vetted 	<ul style="list-style-type: none"> • BOT & employment obligations are met • Registration is checked monthly • Staff advised if sick leave runs out • Information forwarded to service centre • Liaison with Principal on regular basis • Professional Development database kept

<u>Leases / MOE Laptops</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Keeping a calendar of when all lease payments are due and when they expire. • Order new laptops/replacement laptops from the Ministry's info website • Complete End of Lease procedures to receive replacement laptop entitlement • Ensure laptops are maintained and that any faulty laptops are repaired timely and within the warranty period. Log all problems and requests for repairs on the Ministry Tela Laptop Service Centre website • Prepare laptop agreements and issue teachers with laptops and all necessary documentation re remote access etc. • Returning of ex-lease items or process • Report stolen items to Equico and arrange replacement • Keep all paperwork of leased / ex-lease purchased items • Keeping records all leased items, serial numbers, model numbers and location 	<ul style="list-style-type: none"> • Leases are renewed in time • Teachers laptops are replaced in time before lease expires and item returned • All leased items are accounted for and in good working order

<u>Board Minutes Secretary</u>	<u>Outcomes</u>
<ul style="list-style-type: none"> • Attend monthly Board of Trustee meeting • Take minutes, type and distribute to Board members • Distribution of Agenda and all Board reports to members the week before the meeting • Payment of BOT attendance fees to Board members • Opening and keeping record of all Board mail received and sent out • Keeping a file of the signed Board meeting minutes and copies all committee reports 	<ul style="list-style-type: none"> • Accurate record keeping of Board of Trustees meeting procedures and documentation