

NEW-BRIDGE INTEGRATED COLLEGE JOB DESCRIPTION

Job Title: Executive Officer – Finance & Administration (Permanent)

Job Purpose: Provide financial and administrative support to the Bursar

Responsible to: The College Bursar

Hours: 36 hours per week

Salary: Points 7-18 on NJC scale (£20,092 to £24,982 per annum)

MAIN DUTIES AND RESPONSIBILITIES

1 Finance:

- 1.1 Input journal entries and extract reports from the computerised accounts system.
- 1.2 Process all invoices for prompt payment.
- 1.3 Prepare monthly bank account reconciliations.
- 1.4 Process all BACS and cheque payments.
- 1.5 Process monthly payroll via payroll system.
- 1.6 Upkeep of the fixed assets register.
- 1.7 Prepare monthly funding claims for submission to the Education Authority.

2 Examinations:

- 2.1 Oversee all public examinations arrangements in line with the JCQ regulations.
- 2.2 Ensure all public examinations are effectively planned and organised in a timely manner using the School Management System (SMS) Examinations Module.
- 2.3 Liaise with teaching staff on student choice of public exam entries in order to collate an accurate list of exam entries.
- 2.4 Co-ordinate the preparation and submission of exam entries to examining bodies.
- 2.5 Allocation of candidate numbers to pupils.
- 2.6 Liaise with external invigilators.
- 2.7 Be the main point of contact for enquiries relating to public examinations.
- 2.8 Organise collection of exam fees for resits.
- 2.9 Ensure all exam papers are stored securely immediately upon delivery to school and that completed papers are dispatched promptly and appropriately.
- 2.10 Make appropriate timetabling and room arrangements for exams.
- 2.11 Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss exams due to illness or who require special consideration.
- 2.12 Receive exam results and certificates and make arrangements for their issue.
- 2.13 Keep up to date with the necessary policies and regulations laid down by the various examination bodies.
- 2.14 Organise appropriate arrangements for the support of candidates who have special exam requirements in conjunction with the SENCO.
- 2.15 Ensure that all exams start and finish appropriately in line with exam board regulations including the conduct of any online exams.
- 2.16 Work with the Senior Leadership Team to provide information related to public exams in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.

2.17 Responsible for the development and maintenance of the school's exam database.

2.18 Be available in August for GCSE and A Level results download and distribution.

3 Other duties:

3.1 Assisting the Bursar with the administration of substitute cover.

3.2 Word processing of letters and other documents, as required.

3.3 Assisting the Bursar with any other administrative tasks required within the department.

3.4 Such other duties as may be assigned within the level of the post