



TURAKI SCHOOL

Tumoana Street
Taumarunui 3920

E-mail: principal@turakiprimary.school.nz

JOB DESCRIPTION Finance Administrator

RESPONSIBLE TO: The Board of Trustees, The Principal

CONDITIONS OF EMPLOYMENT: Paid under the Support Staff Collective Agreement. This job description will be reviewed annually.

Your remuneration will be a minimum of \$30 - discussed further on appointment

HOURS OF WORK:

Monday to Friday 8.30pm - 3.30pm 30 hours per week. Hours of work to be during school terms only, but wage annualisation is an option. Extra days will include up to a week before school commences at the beginning of each year.

RESPONSIBILITIES AND KEY TASKS:

The school office is a busy place with no day being the same. This job description covers the main tasks to be completed, but as can be expected in a school office environment, there will always be unwritten items.

Administration duties:

- Operate the school reception counter to meet and greet visitors in a warm, helpful and welcoming manner.
- Operate the school phone system and transfer calls to the appropriate person.
- Meet and enrol new children and families to the school. Liaise with the principal around this process.
- Liaise with the New Entrant teacher and/or Principal regarding the transition to school programme and liaison with kindergartens, child care centres, kohanga reo and pre-schools to ensure an accurate list is maintained and updated.
- Maintain a suitable supply of up to date school enrolment packs.
- Maintain new entrant health and immunisation records and liaise with the Public Health Nurse regularly.
- Operate the children's reception counter and provide assistance or support in a caring and helpful way as needed.
- Operate the class communication system to ensure all notices and messages are delivered daily in a timely manner.
- Maintain students' records using the Enrol database. This will include all student files, daily attendance and behaviour recording.
- Maintain daily attendance procedures using the Enrol database to ensure the whereabouts of all absent children are checked and recorded.
- Ensure that all absences are followed up with a telephone call home in an efficient and timely manner.
- Print morning and afternoon attendance records for the daily evacuation folder once attendance processing has been completed.
- Complete the Ministry of Education Roll returns in March and July.
- Maintain the Ministry of Education Enrol database to ensure all Ministry of Education requirements are met.
- Distribute the weekly school newsletter, paper copy and electronic copy.
- Contribute to (with other staff) the school website and email/text/social media feeds to regularly include notices, updates and answer any questions.
- Operate the school sick bay in a kind and caring manner, to ensure children are medicated, first aid is provided and where necessary, parents are contacted. A first aid certificate will be required. Training will be provided and the cost will be covered by the school.
- Operate the school first aid kits and ensure relevant kits are prepared for particular EOTC events.

- Ensure the sickbay and first aid kits are stocked appropriately.
- Operate the admin storage cupboard to ensure an efficient, effective and tidy storage system is in place.
- Complete any typing, filing, and copying, secretarial/admin work as requested by the Principal/Deputy Principal (and on occasion Teaching Staff).
- Operate the school staffroom including purchasing morning tea supplies.
- Operate and process all school mail.
- Order all paper supplies and oversee copier functions and liaise with providers where necessary.
- Operate and maintain school stationery sales including ordering and purchase, storage, sales to families and annual stock-take. (Most stationery is purchased by families directly from Paper Plus).
- Operate the school lucky book system.
- Maintain the school asset register and include all new items purchased.
- Complete the annual asset register stock-take and update the register.
- Oversee the archives file and ensure suitable copies of photos, documents and memorabilia are filed.
- Contribute to the wider life of school and attend whole school events as requested by the principal.
- Cover the role of the other office staff member when they are at lunch. The same applies to this position when the lunch break is taken.
- Any additional duties as requested and negotiated by the Principal.

Financial duties:

- Operate and maintain the school accounting system including order system, invoices and payments, cash handling, banking and all financial matters related to the efficient management and operation of the school.
- Prepare and manage the annual audit process for the school accounts.
- File all school financial records in an efficient system to ensure all records requested in the future are available.
- Oversee and manage all money processed through the school office. This will include items such as school trips, camps, school donations, sports fees etc.
- Ensure all money received is receipted appropriately.
- Operate an invoice system through Xero to invoice parents correctly and on a regular basis for necessary items.
- Operate payments system through Xero to ensure all payments are made correctly and in a timely manner.
- Delivery of all required information to Peak Accounts office.
- Operate the school payroll system to ensure all staff are paid correctly and on time.
- Operate and maintain Personnel files to ensure all relevant information pertaining to employees is filed appropriately.
- Printing/Filing of SUE report and Banked staffing report, Sick Leave and Annual leave reports. Check accuracy with the Principal and/or Deputy Principal.
- Provide Auditors with all relevant information as per their request.

Lunch orders:

- Take orders from children on a daily basis
- Calculation and collection of money from orders
- Ensure stocks are on hand and stored safely

Board of Trustee duties:

- Record and sort BOT inwards correspondence.
- Take Minutes at all BOT meetings and distribute them within one week of the BOT meeting. File all minutes appropriately. (This is an additional paid component of the position. Approximately 1 ½ hours per month).
- Prepare and distribute BOT materials prior to the meeting as per the Principals timeline.
- Assist the Principal in reporting on financials at each BOT meeting as needed.

APPRAISAL:

You will be appraised through the regular cycle of review, managed by a member of the Senior Leadership Team with this delegated authority.