

## **Finance Assistant**

Full Time

37 hours per week – full year

8.30 am to 4.30 pm Monday-Thursday and 8.30 am to 4.00 pm Friday

Grade 4 Point 4 - 6 £19,264 - £20,043, ~~pro-rata~~ plus optional membership of the local government pension scheme

### **Main purpose of the post**

To assist the Business Manager & Finance Manager with all aspects of the development and effective operation of the finance function within school in line with the school financial policies and procedures.

### **Management**

The postholder will be line managed by the Finance Manager

The postholder will not directly manage the work of any other employee.

### **Principal Responsibilities of the Post**

1. Maintain timely, detailed and accurate accounting records in accordance with the school's financial systems
2. Order school materials and equipment on behalf of all departments, research and advise on value for money to achieve best value for school and check goods on delivery
3. Check and process invoices for payment,
4. Prepare summaries of departmental expenditure for budgetary reviews and ensure that spending is contained within the set limits
5. Assist the Finance Manager with the administration of payments via the BACS banking system
6. Maintain the petty cash account, record and deposit all cash received in the department in line with school policies.
7. Use the school online payments system to set up, monitor and respond to queries regarding payment gateways for trips, revision guides, music tuition etc
8. Use the school meals online system to monitor overdrawn balances and respond to queries.
9. Financial administration in relation to fundraising activities, the minibus account and school lettings (including monitoring of income and costs)
10. Carry out month end procedures such as preparing and processing internal recharges
11. Carry out year end procedures and assist in preparing accounts for audit
12. Undertake a range of duties to support the work of the Finance Officer
13. Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required
14. Provision of first aid assistance (training will be provided if required).

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• 5 GCSEs or equivalent including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy qualifications such as AAT (training may be considered)</li> </ul>	Documentary evidence
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A track record of high quality administration, finance and team working.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in school finance</li> <li>• Financial background</li> <li>• Experience in using Xero software</li> </ul>	Application form/Interview
<b>Job related Knowledge</b>	<ul style="list-style-type: none"> <li>• A high level of ICT proficiency, including use of Microsoft office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Use of SIMS</li> <li>• Use of accountancy software</li> </ul>	Application form/Interview
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a high level of accuracy and attention to detail</li> <li>• Ability to function under pressure, establish priorities and work to strict deadlines</li> <li>• Excellent communication and interpersonal skills</li> <li>• Good organising and time management skills</li> </ul>		Application form/interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Positive and motivated</li> <li>• Act upon initiative</li> <li>• Ability to keep calm and contribute to the resolution of problems</li> <li>• Co-operative/able to work with people at all levels</li> <li>• Dependable and reliable</li> </ul>		Interview