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| Job Description: Finance Assistant  **Grade:** E. 36 Hours per week term time only. | |
| **Responsible to** | Business Manager |
| **Core purpose** | The post holder will provide financial and general administrative support to the school.    The post holder will carry out the day to day operation of all the schools financial transactions ensuring that the principles of best value are applied at all times. To ensure that the schools resources are supplied in a timely manner to support student progress and that all transactions are carried out in accordance with the school’s finance policy and comply with audit recommendations. |
| **Key Responsibilities** | |
| **Finance** | * Liaise with departmental budget holders to procure best value on resources and process purchase orders using the FMS system. Deal with any queries or returns as necessary. Distribute deliveries and check delivery notes with Departments. * Process invoices on FMS, checking that all goods have been delivered and raising queries as necessary. * Carry out cheque runs as required in a timely manner and send out to suppliers. * Record and pay petty cash transactions. * Assist in the collection, recording and balancing of school trip monies and any other voluntary fund transactions. * Maintain school fund accounts and any other associated ledgers for funds held and liaise with the independent auditor. * Liaise with trip leaders to set up trips on Parent pay and coordinate payments etc. * Carry out monthly bank reconciliations on school fund, parent pay and IBA accounts. * Produce monthly VAT return and associated reports to be sent to Local Authority. * Assist Business Manager as required. * Be aware of and comply with financial policies and procedures |
| **Admin Support.** | * Deal with routine telephone and reception enquires and provide cover for lunchtime or absences. * Assist with the distribution of reports and whole school mail runs. * Provide general admin support for the whole school as required. |
| **Support for the School.** | * Be aware of and comply with policies and procedures relating to child protection, equality of access, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Contribute to a positive ethos within the school. * Attend relevant meetings as required. * Participate in training as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

The job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. It will be the subject of review and may be modified or amended after consultation with the post holder.

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