# Finance and Personnel Assistant

**Job Title:** Finance and Personnel Assistant

**Responsible to:** School Business Manager

**Job Purpose:** To provide administer the finance and HR functions of the school under the direction of the School Business Manager

**OVERALL RESPONSIBILITY**

All staff should be committed to the academy and EMLC Trust purpose to provide a relentless focus on great leadership and management and outstanding teaching. The EMLC Academy Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

* To provide administrative support to the Business Manager in order to support the Finance and HR functions of the school
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

**DUTIES – FINANCE**

1. To process purchase orders, delivery notes and invoices on a monthly schedule using the finance system
2. To follow finance procedures and to ensure that the procedures are followed by school staff
3. To process petty cash claims and assist with the monthly petty cash reconciliation
4. To process income on the school finance system, administer the banking and to deliver the income to the bank
5. To process credit card purchases and reconcile the credit card statements as required
6. To produce and distribute monthly statements for budget holders
7. To answer finance queries from staff and external parties
8. To chase outstanding invoices and perform a credit control function
9. To support the Business Manager with payment runs for creditors
10. To assist the Business Manager with any additional finance support as requested

**DUTIES – HR**

1. To administer the new employee process including sending offer letters, DBS checks, training and arranging the employee induction
2. To administer the HR paperwork associated with starters, leavers, changes to contracts
3. To file HR paperwork and maintain Personnel Files
4. To assist in the monthly payroll processing and checking of the payroll reports
5. To input employee absences into the payroll portal and MIS system and run reports on a regular basis
6. To support the Business Manager with any additional HR support as required

**DUTIES – OTHER**

1. To support the general administration of the school as requested by the Business Manager, including providing cover for Reception if required or assisting the School Office at busy times.

**HEALTH AND SAFETY**

1. Obtain a nationally recognised First Aid certificate and attend suitable refresher courses in order to keep qualifications up-to-date.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the Trust on all issues to do with Health, Safety & Welfare.

To undertake tasks at a similar level as requested

To act in a professional manner, keeping school finance, employee data and student data confidential.