

**HALL GREEN SCHOOL**

**JOB DESCRIPTION**

**POST: FINANCE ASSISTANT**

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| Post Title | Finance Officer |
| Purpose | To support the general administration of the school with particular responsibility for finance and administration functions |
| Reporting to | The Bursar |
| Core tasks and responsibilities: * Banking of cash/cheques and maintenance of appropriate financial records as required
* To have an in depth knowledge of the school’s financial systems and ensuring that the purchasing policy is adhered to
* Raising orders as required. Responsible for entering delivery notes, invoices and income onto computerised financial system
* Monitor information, investigate anomalies and take corrective procedures
* Ensuring that the principle of best value is applied when placing orders
* Contact and liaise with suppliers and advisors
* To ensure suppliers are paid on time
* Assist in maintaining computer held accounts for FMS
* Provide support and assistance with the month end and year end monitoring and procedures including relevant supporting documentation
* Maintain appropriate records of school leases and contracts
* Administer the finance of school activities from public funds and maintain appropriate accounts
* To oversee and maintain whole school stationery stock
* To assist the Deputy Headteacher in the administrative tasks of maintaining the school minibuses
* Provide information to departmental and budget holders and report on a monthly basis
* Work within the parameters of schools’ financial procedure regulations and the Academies Financial Handbook
* To keep abreast of current developments and undertake relevant CPD when appropriate
* Contribute to the overall ethos/aims of the school.
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| Generic responsibilities of all Hall Green School Staff | * To work consistently to uphold the school’s mission statement.
* To follow all school policies.
* To work in a cooperative and polite manner with staff and all other Stakeholders.
* To work with students in a courteous, positive, caring and responsible manner at all times.
* To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.
* To take an active part in the school’s commitment to the development of staff and the appraisal procedure.
* To work with visitors to school in a way that upholds the school’s reputation.
* To seek to improve the quality of the service the school provides.
* To present oneself in a professional way that is consistent with the values and expectations of the school.
* To carry out, in good grace, any other duty deemed reasonable by the Headteacher.
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| The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher. |