Hasmonean High School

## JOB DESCRIPTION

***Job Title: Accounts Assistant - Charity Income***

***Department***: Finance

***Responsible to:*** Head of Finance

**Direct reports** Credit Controller (evening) x 2

**Grade/Salary:**  NJC Band F point 24-28 £24,279-£27,342 FTE (depending upon experience)

**Hours: 36 hours per week -** Monday to Friday

**Full Time, must be in the office last week in July and last week in August**

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# Main Duties and Responsibilities

**Maximising income streams**

* To prepare termly and annual voluntary contribution requests and input onto Sage
* To contact parents with regard to voluntary contributions and record discussions concisely on Sage
* To answer all parent queries by letter, email and telephone
* To analyse pledges in order to understand where collection efforts need to be focused
* To oversee the work of external credit controllers
* To refer parents to governors and co-ordinate governor follow up
* To prepare letters and emails to parents about matters related to other fundraising for the school
* To investigate, collate and instigate additional income streams for the school
* To ensure all payments are made in a timely manner
* To manage Sage Pay

**Accounting and Reporting to help the School accurately account for all areas of income for the school’s activities and enable good reporting to the Executive Headteacher**

* To ensure effective accounting and collection of income
* To manage the Parent Pay account for the charity and the school
* To book all the income correctly into Sage and reconcile all the bank accounts
* To bank all cheques and cash received
* Assist the fundraising team in raising invoices for events
* Reconcile all the pledges from major fundraising events to the accounts
* Reclaim gift aid from HMRC and apply all accounting entries to the correct debtors account and income statement
* Ensure that all gift aid records are correct and up to date.
* Account for all income received though charity vouchers to ensure maximum working capital
* To analyse and account for donations correctly that span the across multiple years
* To assist the Finance Manager with the reporting of KPIs in relation to collections

**Balance Sheet reconciliations**

* To ensure that the balance sheet reconciliations are performed monthly for all accounts:
  + 3 Bank Accounts
  + Charity voucher control accounts
  + Gift aid control account
  + Debtors ledgers and deferred revenue
  + Intercompany accounts with the school

**Ad Hoc**

* To cover for other members of the Finance Team in their absence
* Perform other ad hoc duties as requested by the Head of Finance

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be changed to meet the changing demands of the School at the reasonable discretion of the Executive Headteacher or Head of Finance. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

Date of issue: January 2018

**Accounts Assistant – Charity Income**

**Person Specification**

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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | GCSE Maths and English Grade C or above (or equivalent) | AAT | Certificates at selection event |
| **Training** |  | Sage Accounting Software | Application form  Selection event |
| **Experience** | In a Finance environment, particularly income chasing | Finance environment of school or similar, not for profit environment | Application form  Selection event |
| **Knowledge and Skills** | Revenue collection  Bookkeeping  Able to use a range of ICT packages. | Understanding of promoting positive relationships with the wider school community | Application form  Selection event |
| **Personal Qualities** | Highly developed interpersonal skills including influencing skills  Ability to work under pressure and meet deadlines  Ability to juggle and control several work tasks at any one time  Clear communication skills |  | Application form  Selection event |