**JOB DESCRIPTION**

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| **Job Title**: Finance Assistant **Reporting To:** Finance Manager/Financial Controller  **Line Reports:** N/A |
| **Principal Accountabilities:**  The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures.   * To provide efficient, effective and timely financial support within Cottingham High School, taking direction from the Finance Manager, the Executive Business Manager and Director of Finance as appropriate. * To ensure financial resources of the school are utilised efficiently and effectively and the Best Value principles are applied throughout the school. * Process purchase orders and purchase invoices, including the checking of deliveries, ensuring invoices are authorised by the budget holder and relevant authority in line with the Trust financial levels of authority in time for payments to be made * Manage the school purchasing card for on-line purchases * Record all income received by the schools, via cash/cheque, BACS and the online payment system, onto the accounting software in a timely manner and maintain appropriate records for supporting evidence * Collection of monies and preparing for banking * Record income and expenditure relating to school trips and keep an up to date balance of each trip’s fund. Ensure permission forms have been returned for students taking part in school trips. * Liaise with payroll provider regarding amendments to employee records and provide information regarding additional hours for overtime payments. Check the payroll reports for accuracy against budget. * Authorise the weekly payroll for processing by the payroll provider * Prepare and upload the payroll journal * Complete and submit monthly LGPS & TPS reports to ERPF and TPS * Arrange transport for school trips and activities * Arrange course bookings, transport and accommodation for colleagues undertaking CPD courses * Undertake money collection / debt recovery duties as required * Dealing with enquiries from parents, staff, pupil, suppliers and customers regarding payments and other queries * Responsible for all bookkeeping, credit control and payments management for SSP and providing the SSP Manager with financial reports as required * Running reports from the accounting system as required by the Finance Manager, Executive Business Manager, Director of Finance and budget holders * Keeping up to date records for Free School Meals * Collecting cash from the bank * Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance * Role model high levels of literacy and numeracy including modelling appropriate language * Have high expectations of pupils * Aspire to develop your professional skills and qualifications * Use all forms of social media appropriately * Take responsibility for the reputational management of both Cottingham High School and The Consortium Academy Trust * Contribute to systems of evaluation and performance of the organisation positively when required |
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| **General Information:** |
| * The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. |
| * The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder’s responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation. |
| * The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. |
| * Cottingham High School & Sixth Form College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. |

**Person Specification**

**Post title: Finance Assistant SCP 14**

*Attributes tested by application, interview, task and references*

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|  | **Essential** | **Desirable** |
| **Qualifications and Professional Development** |  |  |
| A good level of education (GCSE at grade C or equivalent in English and Maths) | √ |  |
| Experience of working in a financial administrative support function in a busy organisation | √ |  |
| AAT level 2 or above |  | √ |
| **Knowledge, Skills and understanding** |  |  |
| Working knowledge and skills of ICT packages (excel/word) | √ |  |
| Working knowledge of SAGE 200 education |  | √ |
| Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals | √ |  |
| Ability to work constructively as part of a team and to work on own initiative | √ |  |
| Good standard of numeracy and literacy skills | √ |  |
| Ability to manage and deal with confidential data/issues appropriately | √ |  |
| Initiative and ability to prioritise one’s own work and meet deadlines | √ |  |
| Able to work under pressure | √ |  |
| Attention to detail | √ |  |
| Ability to produce clear and accurate work to deadlines | √ |  |
| Ability to maintain accurate records and filing systems | √ |  |
| The ability to liaise effectively with colleagues, including acting upon information and sharing information with staff. | √ |  |
| Recognition of the importance of personal responsibility for Health & Safety | √ |  |
| Commitment to the school’s ethos, aims and its whole community | √ |  |