

The Norton Knatchbull School

Job Description

|  |
| --- |
| **Job Holder**  **Job Title: Assistant Finance Officer**  **Salary: KS3**  **Responsible to: Bursar**  **Contractual Hours: Total 37 hours – term time plus 3 weeks** |

|  |
| --- |
| 1. **MAIN PURPOSE OF JOB**  * To assist the Senior Finance Officer / Bursar to provide an outstanding level of performance in the financial functions of the school. * To be responsible for safeguarding and prioritising the welfare of children. * Support the Senior Finance Officer in the day-to-day operation of finance management, administrative and organisational processes. * Provide an efficient and helpful service to staff, students and parents. * Ensure work is done quickly, efficiently and accurately. * Prioritise work to meet school deadlines. * Implement school procedures/expectations. * Be able to demonstrate discretion at all times as you are privy to very sensitive information. |
| 1. **MAIN DUTIES**  * Assist the Senior Finance Officer in maintaining the school’s accounts and department budgets, using the accounting system. * Manage the finance email account. * As directed by the Senior Finance Officer, to process orders, invoices and receipts through the school accounting system, PS financials. * Collect money from student reception and staff for school trips, non-uniform days and departmental sales etc. * Balance the cash office system (Tucasi) daily, investigate any discrepancies and respond to any queries raised by staff or parents. * To be responsible for cash counting and for preparing cash and cheques for banking which is done by the finance team. * Operate the school petty cash system and ensure that proper records are kept of expenditure. * Assist the Senior Finance Officer with new lettings enquiries. * As directed by the Senior Finance Officer, raise invoices for income owed to the school e.g. lettings, printing etc. * Review the aged debtors report and implement debt management procedures. * To deal with suppliers to resolve queries, deliveries, etc. * Assist in the preparation and posting of month end journals. * Process credit card transactions and reconcile the monthly credit card statement. * Download banks statements and process banking transactions daily. * Complete the monthly bank reconciliation for review by the Bursar. * Assist in other parts of the school business as directed by the Senior Finance Officer, School Business Manager or Headteacher. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. PERSON SPECIFICATION:**   |  |  |  | | --- | --- | --- | | **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | | SKILLS AND  ABILITIES: | * To work to a high level of accuracy * Effective use of information technology * Good organisational skills * Ability to ‘think on one’s feet’ * A positive approach to problem solving * Use of e-mail and other electronic communication systems |  | | KNOWLEDGE | * Microsoft Office software | * PS Financials accounting software * Tucasi | | PERSONAL QUALITIES | * Ability to liaise and communicate with a wide range of colleagues, students, parents and suppliers * Ability to work under pressure * Able to organise own workload * Enthusiasm * Able to maintain confidentiality |  | | QUALIFICATIONS AND TRAINING | * 5 A\*-C GCSE or equivalent including English & Maths * Competence in using Microsoft Office | * Studying towards a recognised accounting qualification | | EXPERIENCE OF: | * Working in a busy, hectic environment * Working to tight deadlines * Coping with many projects at the same time | * Working in a school * Working in a finance environment | |

|  |
| --- |
| 1. **DIMENSIONS**   **No Subordinates**  This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.  The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body. |
|  |
|  |
| 1. **SCOPE FOR IMPACT:**  * The Post holder assists with the financial and administrative aspects of all school Finances. * Ensuring the school is compliant in all processes and adheres and achieves Best Value. * The Post holder provides an important role to school ensuring that all orders comply with the schools Best Value Policy. |

|  |
| --- |
| 1. **JOB CONTEXT:**  * The Post holder provides an important role to school ensuring the facilities are utilised by the community and Income generation is optimised. |

|  |
| --- |
| **SAFEGUARDING**  The school is committed to the safeguarding of children; all employees will receive training on  Child Protection and need to have read the Child Protection Policy.  **HEALTH SAFETY**  To take delegated responsibility for the implementation of the Act in the area where they work as  outlined in the schools Health& Safety Policy. |

Agreed By ................................................................................... Date....................................

Job Title

Agreed By ..................................................................................... Date.....................................

Headteacher