



STANFORD PRIMARY SCHOOL

JOB DESCRIPTION

POST: Finance Assistant

GRADE: ME4

Accountable to:

- The Headteacher and the School Business Manager

Job Outline

- In conjunction with the Headteacher and School Business Manager, to support and ensure the smooth and efficient running of the finances of the school
- To work to support all children and families at Stanford, offering care and warmth to the children
- To work as part of the administrative team. In particular, to work alongside administrative staff to provide a coordinated, seamless finance service to the Stanford Community

Duties

- To ensure that all the school's financial procedures and accounts associated with local financial management are conducted efficiently and in accordance with Local Authority and Audit guidelines
- To be responsible for implementing all procedures on FMS/SIMS or other management systems dealing with the following:
 - Ordering of goods
 - Payment for goods and services
 - Petty cash
 - Income and Banking
 - School Lunches
- To work with the School Business Manager in managing School Fund records
- To prepare money for banking and maintain records appropriately
- To be responsible for counting monies collected in school and to maintain records of all payments
- To assist the school office on a day to day basis, when necessary, dealing with pupils and visitors in an effective and efficient manner
- To respond to all telephone calls in a courteous and efficient manner, taking and passing on messages, referring, where necessary, to the School Business Manager



- To be able to use a range of computer programmes (FMS, SIMs, Excel, Word, Parentpay and media packages) and be prepared to undertake training for future development
- To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at Work and Safeguarding
- To carry out other duties commensurate with the post as required by the Headteacher from time to time

Person Specification – Essential

- High level of numeracy
- Accountancy, Bookkeeping or Finance Office experience
- Experience of and competence with Excel, Accounting software and Microsoft Word
- Experience in a post requiring confidentiality, honesty and trust
- Good written and oral communication skills
- Experience of working within a team
- Ability to work unsupervised and to meet deadlines

Person Specification – Desirable

- Accountancy or Bookkeeping qualifications
- Working knowledge and experience of FMS
- Working knowledge and experience of SIMs
- Previous responsibility for cash handling
- Experience of working in a school environment