**Job Description**

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|  C:\Users\acharalambous2.304.PPARK.000\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\I2CGT5K0\Preston Park_Version 2.png | **Job Title**  | Finance Assistant |
| **School**  | Preston Park Primary School |
| **Location**  | College Road, Wembley, HA9 8RJ |
| **Grade** | Scale 3 (Point 14-17) |
| **Reports to** | School Business Manager |
| **Staffing Responsibility** | None |
| **Restricted** | No |

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| 1. **Job Purpose:**
	1. Provide financial and administrative support to the school under the direction of the School Business Manager.
	2. To contribute to the overall ethos, work and aims of the school
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| 1. **Principal Accountabilities And Responsibilities:**
2. Processing of Requisition Orders/Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
3. Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales within the Local Authority Financial Handbook and the School Financial Handbook guidelines.
4. To oversee the receiving and delivery of goods and arranging distribution to appropriate individual’s when necessary.
5. Ensure value for money on purchases and support with procurement.
6. Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received.
7. Complete milk subsidy, annual fruit registration and any relevant additional grants.
8. Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments.
9. Dealing with queries from suppliers (including statements), debtors, budget holders and other staff.
10. Developing an understanding of school and Local Authority policies and procedures, complying with their contents and raising concerns in a timely manner.
11. Provide reports from parent pay as requested.
12. Chase any outstanding payments from parents and staff.
13. To oversee that supplies of school stock are monitored and that orders are placed with consideration for cost effectiveness.
14. Ensure school is maintaining value for money by supporting staff gain quotes.
15. Counting money when ad-hoc collections take place.
16. Responsible for ensuring that school income is collected and banked in the appropriate way.
17. To work with the School Business Manager in scrutinising the payment of invoices and statements of account.
18. Support external contractors such as the Auditors with administrative support.
19. Ensure the filing system of the finance office is maintained.
20. Maintain a record of lettings and liaise with the site supervisor to ensure invoices are raised.
21. Manage and chase outstanding debts for breakfast club, after school activities and after school club.

**Staff Development**1. Participate in training and development activities and programmes, and attend and participate in meetings as required.
2. To continue personal development in the relevant areas
3. To engage actively in the Performance Management Review process

**Special Conditions**1. Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the school needs.
2. Appreciate and support the role of other professionals.
3. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
	* + safeguarding,
		+ health, safety and security,
		+ confidentiality, and
		+ data protection.
4. Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
5. Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.
6. To undertake any other duties, as requested by Senior Leadership Team, to assist with the efficient running of the School’s support services including supporting the administration team.
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| Person Specification  |

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| **Post Title:** |  Finance Assistant  |
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| **School:** |  Preston Park Primary School |

**please note**

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

| **method of assessment** |
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| **applicationform** | **interview** | **test** |
| **1. abilities** |  |  |  |
| 1. Ability to operate a full range of specialist ICT and other resources and equipment.
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| 1. Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.
 | **\*** |  |  |
| 1. Ability to absorb and understand a wide range of information concerning the functions of the school.
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| 1. Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.
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| **2. skills** |  |  |  |
| 1. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.
 | **\*** |  | **\*** |
| 1. Very good standard of numeracy and literacy skills.
 | **\*** |  | **\*** |
| 1. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.
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| **3. knowledge** |  |  |  |
| 1. Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.
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| **4. education and professionalqualifications essential to the post** |  |  |  |
| 1. NVQ level 3, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.
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| **5. experience** |  |  |  |
| * 1. Successful experience of development, management and operation of financial administrative systems in an office environment.
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| **6. equal opportunities relevant to the post** *(mandatory)*  |  |  |  |
|  Understanding and commitment to the Council’s Equal Opportunities policy. | **\*** | **\*** |  |
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| **7. customer care relevant to the post** *(mandatory)*  |  |  |  |
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