



Post title:	School Business Assistant - Finance
Grade:	Grade 6
Job Family:	Business and Public Services
Responsible to:	Accountant
Hours of work:	25 hours per week Monday: 8.30am – 2.00pm with 30 minutes for lunch Tuesday: 8.30am – 2.00pm with 30 minutes for lunch Wednesday: 8.30am – 2.00pm with 30 minutes for lunch Thursday: 8.30am – 2.00pm with 30 minutes for lunch Friday: 8.30am – 2.00pm with 30 minutes for lunch
Weeks of contract:	40 weeks per annum (38 weeks term time plus 10 days to be worked in school holidays or on INSET days to meet payroll and financial reporting requirements across the year)
Flexible working:	Core hours are set out above. Flexible working: 10 days (50 hours per annum) are worked flexibly over a year, which runs from 1 September. Hours should be worked in line with payroll and year end requirements. A record should be kept and submitted half termly to the line manager.

Role Description

Purpose of the Post

- To be a member of the Finance Office Team helping to provide an accurate, effective and efficient financial administration service in accordance with the school's system of financial controls
- To administer the monthly payroll process for teachers, liaising with staff, the Accountant and the school's payroll bureau
- To assist the Accountant in facilitating the smooth running of finance and payroll on a day-to-day basis in accordance with principles of financial control, accountability, risk management and best value

Key Tasks and Responsibilities

Finance – Public Fund

1. To process creditor invoices including logging, arithmetic checks, matching to purchase orders, obtaining authorisation from budget-holders prior to payment, ensuring that

further authorisations are obtained in accordance with school procedures, ensuring correct VAT treatment and resolving queries

2. To process purchase orders including checking coding is correct, obtaining authorisation from budget-holders, ensuring that further authorisations and the required number of quotations are obtained in accordance with school procedures, generating official school purchase orders from the financial management system, and presenting them to the Accountant for approval. To send orders to suppliers following authorisation by the Accountant and to resolve queries
3. To process payments to creditors and to remit payments following authorisation by the Accountant. To reconcile supplier statements and resolve queries
4. To maintain the list of approved suppliers on the school's financial management system ensuring that new suppliers are approved prior to being added to the list, and all details are accurate and up-to-date
5. To be part of the Finance Office system of internal control, helping to ensure that audit and financial control procedures are followed. To act under dual control as required, including checking and countersigning work prepared by another member of staff such as petty cash counts and income bankings.
6. To assist the Accountant with the production of financial and statistical returns including posting journals to the financial management system, creating and maintaining spreadsheets as required, collecting data at the appropriate time and producing and sending reports
7. To provide financial support for internal customers including posting journals to the financial management system, creating and maintaining spreadsheets as required and collecting data at the appropriate time. Also to include helping to resolve queries with suppliers, producing reports from the financial management system for budget-holders and helping to ensure that the school's financial procedures are followed

Finance – Private Fund

1. To process expenditure requests and creditor invoices including logging, arithmetic checks, matching to purchase orders, obtaining authorisation from budget-holders prior to payment, ensuring that further authorisations are obtained in accordance with school procedures, ensuring correct VAT treatment and resolving queries
2. To be part of the Finance Office system of internal control, helping to ensure that audit and financial control procedures are followed. To act under dual control as required, including checking and countersigning work prepared by another member of staff such as petty cash counts and income bankings.
3. To provide financial support for internal customers including producing reports and resolving queries

Administration of Payroll for Teachers

1. To complete monthly payroll returns to the school's payroll bureau including:
 - processing claims for overtime, relief hours and unpaid leave
 - recording sickness and other absence
 - processing starters, leavers and pay variations
2. To calculate expected gross pay using a spreadsheet, to check pay and resolve queries, and to distribute payslips to staff
3. To maintain records of long term and/or statutory absences including maternity leave and long term sickness absence. To check the calculations made by the payroll bureau for accuracy and to enable an explanation to be made to the member of staff if required. To monitor the progress of the absence so that action can be taken at the appropriate time
4. To spot check the accuracy of payroll deductions calculated by the school's payroll bureau including PAYE, NIC and pensions
5. To administer the pension scheme in accordance with school procedures

6. To administer deductions such as Additional Voluntary Contributions and student loans in accordance with school procedures
7. To respond to ad-hoc payroll enquiries from staff, external agencies and organisations
8. To assist the Accountant in other payroll processing and reporting, including end of year returns as required

General

1. To oversee the school's Finance Office email accounts, including decision-taking regarding the distribution of incoming emails
2. To assist with general Finance Office tasks such as audits, stocktakes and lettings
3. To provide back-up in the absence of members of the Finance Office team to ensure the continuity of financial procedures in general and payroll function in particular
4. To carry out all tasks with due regard for the need to maintain the integrity of the financial internal control system and a high level of confidentiality
5. To undertake any training necessary to be conversant with current procedures and any new developments
6. To carry out any other duties which may be requested commensurate with the grading and responsibility of the post

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Line manager is the Accountant

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Highly numerate and confident in figure work ▪ Ability to work methodically and with attention to detail 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">ARI</p> <p style="text-align: center;">ARI</p>

<ul style="list-style-type: none"> ▪ Experience of working in a finance office environment ▪ Experience of working in an office environment ▪ Experience of working in a school environment ▪ Working knowledge of Microsoft Office (including Word and Excel) ▪ Experience of using financial accounting and management systems ▪ Knowledge and understanding of the principles of purchase and sales ledger including VAT ▪ Knowledge and understanding of principles of payroll and pensions administration ▪ Ability to communicate clearly, tactfully and appropriately in person, in writing and by telephone ▪ Excellent written communication skills including email, letters and straightforward data analysis ▪ Ability to work accurately under pressure in a busy office environment ▪ Ability to use initiative and judgement to investigate and resolve problems independently ▪ Ability to co-ordinate multiple activities and work and plan independently to meet deadlines ▪ Ability to work co-operatively and flexibly as part of a team ▪ Experience of cash handling and banking 	D E D E D D D E E E E E E D	AI AI AI ARI ARI ARI ARI ARI ARI ARI ARI ARI ARI ARI
---	--	---

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Well organised and systematic ▪ Ability to remain calm in all situations ▪ Integrity, showing trustworthiness ▪ Patient, diplomatic and approachable ▪ Takes care and pride in all tasks given ▪ Fosters good relationships ▪ Ability to interact effectively and appropriately with staff, students, suppliers and a range of external contacts 	E E E E E E E	ARI ARI ARI ARI ARI ARI ARI

Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Grade C or above in GCSE Maths or equivalent ▪ Grade C or above in GCSE English or equivalent ▪ Finance or IT qualifications 	E E D	ARI ARI ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment 	E	ARI

<ul style="list-style-type: none"> • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	E	ARI
	E	ARI
	E	ARI
	E	ARI
	E	ARI

Signed and Dated by Post Holder
<p>Signed: _____</p> <p>Name: _____</p> <p>Date: _____</p>