



Job Description

POSITION:	Finance Assistant
REPORTS TO:	School Business Manager
SALARY SCALE:	£18,261 - £25,000 (SS04 to SS17) on the ELSS scale
TERMS:	Full-Time, Permanent

KEY PURPOSE OF THE JOB

Assist in the administration of a range of finance procedures, providing a high quality finance support service. Responsible for day-to-day management of finance system, sales and purchase ledger, credit control, budget monitoring, reconciliations, payroll support, cash/cheque handling, assisting with management reports, ensuring that the use of resources are adequately monitored and controlled.

MAIN DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. **Income Management**
2. **Suppliers, Invoices and Purchasing**
3. **Payroll Processing**
4. **Petty Cash**
5. **General Finance Tasks**

SPECIFIC RESPONSIBILITIES

1. **Income Management**
 - * Assist in ensuring that all Government Grants, e.g. Pupil Premium expenditure are appropriately accounted for and individual pupils' allocations are recorded.
 - * Liaise with appropriate bodies regarding free school meals and to ensure accurate records are maintained.
 - * Using the school's management software, to accurately account for the banking of all income, including lettings, trip money and all monies raised for charity events and to liaise with staff and pupils in respect of school trip payment requirements.
 - * Support the School Business Manager with posting of monthly income journals
 - * Ensuring periodic money collection is made by the external supplier and chase if necessary
 - * Overseeing operation of WisePay, reconciling receipts via WisePay and cashless catering system
 - * Create invoices for funding claims and school supplied services
 - * Chase outstanding payments, reporting any issues to the School Business Manager

- * Overall maintenance of the Sales, Purchase, Bank and Nominal Ledger on daily basis.
- * Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
- * Coding and input of invoices onto the finance system
- * Ensuring that the statements are checked and copy invoices requested when needed.
- * Raise cheques and BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
- * Overseeing the raising of credit notes/cancelling invoices.
- * Reconcile the purchase card statements monthly

2. Suppliers, Invoices and Purchasing

- * Assist the Business Manager in the day-to-day accounting procedures and recording of all financial transactions accurately on the financial software.
- * Obtaining quotes for purchases in accordance with the school's procedures.
- * Process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed with the school's internal financial procedures.
- * Ensuring that all purchase orders are processed only if within the budgets and after relevant authorisations have been acquired.
- * Deal with queries relating to payments and deliveries.
- * Ensure that best value for money is achieved from all purchases

3. Payroll Processing

- * Prepare information for processing by the school's payroll provider in accordance within agreed timescales, including contract variations, adjustments, starters/leavers, absence reporting
- * Following authorisation, post payroll expenses
- * Assist the School Business Manager in dealing with payroll-related queries, e.g. in relation to pensions and tax
- * Assist the School Business Manager in ensuring statutory returns are produced (e.g. Teachers' Pension returns).

4. Petty Cash

- * Receive and check claims, ensuring they are correctly authorised
- * Code and process claims to put onto the finance system
- * Issue payments to staff – cheque and cash
- * Maintain a petty cash float and reconcile it promptly at the end of each month;
- * Ensure VAT receipts are provided to support claims, and to chase staff who do not produce them
- * Authorise cash advances to staff who need cash in advance of making purchases on behalf of the school
- * Process petty cash reimbursements

5. Other Finance Administration

- * Assist the School Business Manager in the review of expenditure against budget headings and report any variances and produce reports and analysis as required.

- * Assist with the maintenance of inventory control and other systems.
- * Manage the administration and payments for all school trips, producing profit/loss statements as required.
- * Assist the Business Manager with matters relating to accounts and audits regarding preparation and audit of annual accounts.
- * Assist with VAT and prepare claims for submission to HMRC for refunds of VAT back to school.
- * Assist the Business Manager with the month end and year-end procedures.
- * Filing of all finance and staffing paperwork
- * Scanning and filing of payment run.

Flexibility

In order to deliver the service efficiently, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Conditions of Service:

Governed by the conditions of service as agreed by the East London Science School Trust and outlined in the Trust's employment and recruitment policies.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with school procedures in relation to criminal records checks processed through the Disclosure and Barring Service ("DBS"), and checks against the Children's Barred List. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the school to ascertain details from the DBS regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the school Equalities Policies.

Date of Issue: _____

Signature of Post Holder: _____

Signature of Principal: _____

Person Specification

Qualifications
Educated to Degree level or equivalent (preferably with accounting options)
AAT, Accounting Foundation, ACCA part qualified or CIMA Certificate
Basic knowledge of accounting standards and financial legislation
Willingness to undertake appropriate first aid training/qualifications
Experience/Skills
Experience of working in a finance office
Experience of working with accounting and finance systems
Ability to relate well to children and adults
Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills
Knowledge of relevant policies/codes of practice and awareness of legislation
Personal Qualities
Self-motivated and dedicated
Patient and resilient
Must be well organised
Must be well presented
Excellent communication and organisational skills
Ability to work hard under pressure while maintaining a positive, professional attitude
Ability to organise and prioritise workload and work on own initiative
Adaptability to change and embracing of innovation and creativity
Commitment to personal career development
Work constructively as part of a team, understanding classroom/office roles and responsibilities and your own position within these
Be approachable, flexible and understanding towards the needs of the children and staff whilst helping them to develop their full potential
Ability to promote the school in a positive way and establish the school at the heart of the community
Can share with us a sense of humour, together with lots of energy and enthusiasm