**Finance/Administrative Assistant**Chase Grammar School

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Independent, co-educational, 2-18, boarding & day school, Staffordshire

**Job Purpose**

The Finance/Administrative Assistant will provide comprehensive financial and administrative support to the Finance Manager in the smooth and efficient running of the school, including maintaining financial records, processing payments, cash handling and salaries.

**Duties/Tasks and Responsibilities**

**Finance**

* Work closely with the Finance Manager to ensure smooth operation of all finance matters.
* Matching invoices to statements and purchase orders to invoices
* Input accounting data into the accounting system with speed and accuracy
* Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
* Plan, organise and manage own workload
* Ensure swift payment of invoices

**Administrative**

* To provide administrative support to the Finance Manager.
* To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines
* To process, input, extract and analyse information from school’s management information system – SIMS
* To take minutes/notes in meetings and circulate necessary information including meetings outside normal working hours if required with appropriate notice provided
* Establishing and maintaining filing systems as appropriate in agreement with line manager
* General administration/clerical support including photocopying, emails, stationery and equipment supplies and filing.
* To answer incoming and internal calls, dealing with requests and enquiries and taking messages as required
* To deal with all postal and email correspondence promptly and efficiently

**Hours of Work**

Full or part-time will be considered for this role, however this does include school holidays. You are entitled to take 40 days (pro-rata if part-time) of holiday with pay per year, to be taken at times agreed with the Principal during normal school holidays as per the school’s published calendar.

**Person Specification for Finance/Administrative Assistant**

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

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| **Qualifications and Training** | **Essential** | **Desirable** |
| GSCE English and Mathematics Grade C or equivalent  |  |  |

|  |  |  |
| --- | --- | --- |
| **Skills and personal Characteristics** | **Essential** | **Desirable** |
| Good ICT skills |  |  |
| An ability to cope with pressure  |  |  |
| A sense of humour |  |  |
| An ability to communicate effectively with parents, students and staff in a variety of ways |  |  |
| An understanding of, and a commitment to the ethos of the school as a community |  |  |
| A clear understanding of how to engage with school data |  |  |
| Excellent attendance record |  |  |
| Excellent administrative abilities |  |  |
| Tact, discretion & diplomacy |  |  |
| Warmth and sensitivity |  |  |
| A concern for the reputation of the school |  |  |
| Highly organised and accurate |  |  |

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service.