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**King Edward VI Grammar School, Chelmsford**

**JOB DESCRIPTION**

**TITLE:** Finance Assistant

**RECOMMENDED BAND:** 3

**PURPOSE OF JOB:** To administer all processes (ordering, invoicing, paying/receiving, and recording) in relation to routine financial transactions within the school.

**RESPONSIBLE TO:** Finance Officer, Business Manager

**ROLE SPECIFIC DUTIES & RESPONSIBILITIES:**

* To manage school lettings, liaison with outside agencies, invoicing and calendar checking. Check ‘aged debtor’ list monthly for non-payment.
* To be responsible for the processing of orders (ensuring correct coding etc.) record all invoice details. Ensuring orders are signed and forwarded onto the suppliers for dispatch to the school.
* To accurately maintain the school’s financial accounting system (PSF) in respect of routine transactions.
* To set up and monitor annual orders/service contracts (e.g. telephone, grounds maintenance, leases).
* To process and record invoices. Ensure that invoices are correctly authorised and prepare for payment on the financial accounting system.
* To record ledger transactions where required.
* To distribute departmental cost centre reports and to liaise with and assist departments with regard to monitoring of expenditure.
* To be responsible for maintaining the petty cash, recording all income and outgoings.
* Responsible for the administration of music fees. Ensuring accurate records of payments are maintained in the school. Raising invoices for late payments and reporting to the Head of Department.
* To process travel and subsistence claims. Check details for accuracy. Obtain authorisation.
* To reconcile all income with that received. Record payments for book purchases, ticket sales, insurance, photocopying etc.
* To assist staff and pupils with their enquiries and deal with routine telephone calls.
* To undertake monthly reconciliations of the Purchase Ledger Control Account. To undertake regular checks on the overview of the School Fund.
* To be responsible for booking in deliveries and delivery of associated orders daily.
* To maintain update the Wisepay payment system as necessary and assist with parental queries on this.
* To be responsible for the timely banking of all cash and checking all cash receipts agree with cash banking.
* To be responsible for the Catering Account – check statements from Wisepay and Vericool. Process payments. Administer staff free meals against Catering Account.
* To receive money into the Finance Office from teachers, pupils and catering department.
* Issuing of receipts and ensuring they are forwarded onto pupils, parents, and departments.
* Assist in adhoc finance projects as required, e.g. disaster recovery/business continuity, theatre performance budgeting, and system conversion.
* Filing all relevant documentation.
* To be responsible for administering KEGS Appeal.  Reconcile all income received for the appeal, obtain gift aid forms, liaise with parents and prepare and submit Gift Aid claims to Inland Revenue annually.

**GENERAL DUTIES AND RESPONSIBILITIES:**

* To participate in the professional review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* Ensure that all duties and services provided are in accordance with the schools equal opportunities policy.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



**PERSON SPECIFICATION**

Finance Assistant

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Demonstrate relevant experience in financial management and accounting  Educated to NVQ level 3 or equivalent  Completion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Working knowledge of financial school policies and procedures |
| Literacy | NVQ Level 3 in English or equivalent |
| Numeracy | NVQ Level 3 in Maths or equivalent  Ability to undertake financial/budgetary calculations |
| Technology | Competency in the use of word processing and wide range of financial and administrative IT packages |
| **Communication** | Written | Ability to complete returns, write letters and detailed reports |
| Verbal | Ability to exchange complex verbal information clearly and sensitively |
| Languages | Seek support to overcome communication barriers with children and adults |
| Negotiating | Ability to negotiate effectively to achieve best outcomes |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy |
| SEN | Understand the school’s behaviour management policy |
| Curriculum | Understand and support the differences in children and adults and respond appropriately |
| Child Development | Basic understanding of the learning experience provided by the school |
| Health & Well being | Understand the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Establish effective relationships with those working in and with the school |
| Relationships | Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate |
| Team work | Ability to make a distinctive contribution to the work of a team |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information |
| **Responsibilities** | Organisational skills | Excellent organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to plan and manage own time effectively |
| Creativity | Demonstrate a highly creative approach to work  Ability to resolve complex problems independently |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good Understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to effectively evaluate own performance and continually improve |