

## **Finance Assistant JOB DESCRIPTION**

**Post:** Finance Assistant

**School:** Kingsmead School

**Grade:** Scale 5 to Scale 6

**Hours:** 36, TTO + 2 weeks (41 weeks) *Hours and days are negotiable for the right candidate*

**Responsible to:** Finance Manager

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### **Purpose of Job**

- To provide support and assistance to the Finance Manager

### **Responsibilities / Duties**

Finance: Regular tasks include:

- Process purchase orders and invoices as required.
- Assist in booking trips, overseeing payments, and providing any required support.
- Process any cash on a weekly basis and regularly complete the banking.
- Monitor student canteen balances, chase up those who owe any money and facilitate resolving any parent or student queries
- Assist the Finance Manager in the preparation for month end.
- Assist the Finance Manager and Director of Finance and Operations in the preparation for audit and year-end.
- Assisting with the administration of bursary payments.
- Assisting in producing VAT returns.
- Processing bacs payments.
- Assist in maintaining the asset register.
- Assist in the production of accruals and prepayments.
- First point of contact for staff, parent, and student enquiries on finance related matters.
- Support the Finance Manager, DFO and SLT with any other finance related tasks as and when required.
- You may be required to undertake ad hoc HR admin duties (inputting overtime, drafting salary increment letters, updating salary information of MIS)

### **Line Management Responsibility:**

None

### **Additional Duties:**

- Carry out other reasonable tasks as directed by the Line Manager or member of the Senior Leadership Team.
- Performing other such duties as are reasonably correspondent with the general character of the post and are commensurate with its level of responsibility.

### **General:**

- This job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at any future time and is reviewed annually, to take account of the developing needs of the school.
- The post holder will be expected to work within the schools' policies and procedures at all times.

**Agreement:**

Date of review: May 2023

Signed (post holder): ..... Name (Print):

Signed (Line Manager): ..... Name (Print):

Signed (Headteacher): .....

## Person Specification

	Essential	Desirable
<b>Qualifications / experience</b>	<ul style="list-style-type: none"> <li>- Grade C/5 or above in GCSE English and Maths</li> <li>- Accounting or professional qualification/ Strong financial background</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working in a school environment</li> <li>- Experience of working with Academy finance</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>- Good knowledge of accounting procedures</li> <li>- Demonstrates a logical and methodical approach with attention to detail and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of financial systems and processes</li> </ul>
<b>Personal Attributes &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>- Ability to relate well to children and adults.</li> <li>- Good time-keeping skills</li> <li>- Have excellent organisational skills</li> <li>- Full working knowledge of Microsoft Office and Microsoft Outlook</li> <li>- Ability to prioritise and escalate queries effectively in order to deliver on objectives</li> <li>- Able to use initiative</li> <li>- Positive / can-do attitude</li> <li>- Flexible Approach</li> <li>- Excellent communication skills</li> <li>- Ability to work meticulously and methodically.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>