

GLF Schools - Job Description

Job Title:	Finance Assistant	Job Reference:	CORFA0625
Base School	Cordwalles Junior School	Travel Required	
Cluster			
Core Purpose			
<ul style="list-style-type: none"> • To provide efficient and effective financial and administrative support as a member of the school's office team. To promote a professional and friendly point of call to all parents and visitors to our school. • To support the organisation and maintenance of the school finance systems to ensure the school is fully compliant with the Academies Financial Handbook 			
Key accountabilities			
<ul style="list-style-type: none"> • Welcome all visitors to our school and ensure the school policy for safeguarding is adhered, ensuring completion of visitor badges and monitoring access to restricted areas • Answer the telephone and door entry system, filter calls and e-mails, take messages and make sure they are delivered in a timely fashion • Respond to pupils' enquiries, including late children, requests to leave school during the school day and sick children being sent home • Use PSFinancials, SIMS, Parentmail, Wisepay and any other computer application to perform the roles daily tasks • Use Microsoft Office programs - Excel, Word, Outlook - to produce reports and letters, applying punctuation, spelling and grammar and contributing to style and presentation of the documents • Filing, reprographics and resource preparation • Help maintain the reception area including updating of noticeboards and literature • Stock ordering and raising purchase orders, receive and check deliveries and distribute as necessary • Maintain filing system for orders, invoices and delivery notes • Ensure the banking and record keeping of school money is recorded accurately • Monthly reconciliations and reports provided to Central Finance Team in a timely fashion • Set up, cost and manage the administration of school trips and balance payments • Administration, invoice and financial record keeping for the schools lettings • Assist with school uniform enquiries and sales • Deal with first aid when required including administering of medicines • Manage, redistribute and dispose of lost property • To participate in the school's appraisal process • Help manage the dinner register and ensure payments are made on time. • Keep accurate pupil medical information and update as needed • Be willing to assist the Head Teacher or Leadership Team as required 			
Other			
<ul style="list-style-type: none"> • Any other duties commensurate with the role as directed by the Head Teacher and Senior Administrator. 			

Accountable to
<ul style="list-style-type: none">• Senior Office Administrator• GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Safeguarding
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>