



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Finance Assistant</b>
<b>Spine Point Range:</b>	<b>2 to 4</b>
<b>Full Time Equivalent Salary Range:</b>	<b>£27,306 - £28,128 per annum</b>
<b>Actual Salary Range Pro Rata</b>	<b>£13,011 - £13,402 per annum</b>
<b>Contract:</b>	<b>Term time (39 weeks)</b>
<b>Hours:</b>	<b>20 hours per week</b>

### Main Purpose of Job:

- To support the School Business Manager in organising and managing the School Finance functions in accordance with the school's Finance Policy and Scheme of Delegation.
- Undertake all duties and responsibilities of a financial nature as reasonably requested by the School Business Manager and/or Headteacher in a timely fashion.,
- Be aware of and support difference and ensure equal opportunities for all.

### Key Tasks and Responsibilities:

#### General Finance

- To assist with purchasing goods and services
- To assist with processing of all purchase orders and purchase invoices.
- To assist the Business Manager with any other finance and administration tasks.
- Ensure all invoices are paid in a timely manner and in line with agreed payment terms from suppliers and are authorised.
- Provide budget holders with monthly updates of their accounts and advise them on matters relating to their budgets and referring any potential overspends to the School Business Manager.
- Assist with the monthly bank and credit card reconciliations.
- Assist with income claims from the local authorities, DFE and ESFA processing and tracking month end and year end reports.
- Monitor the Finance shared inbox and field emails to relevant budget holders.
- Assist with the school's month end and year end reports.
- Maintain the finance filing system, ensuring that records are suitable for auditing purposes.
- Keep analyses of costs and other statistical records as required.
- Raise invoices to outside bodies ensuring the money is received within credit terms.

**Stakeholder Focus**

- Build excellent professional relationships with students, parents and other professionals in the school
- Provide support with open evenings and other school events as required.

**Communication**

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
- Maintain effective administration in the absence of other administrative staff providing seamless cover as directed

**Data Management**

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times

**Safeguarding**

- Comply with policies and procedures covering child protection, health, safety, and security
- Contribute to safeguarding the welfare of students in the school

**Appraisal and Line Management**

- Regularly reflect upon your performance, set targets, action plan and review your work
- Take an active part in the appraisal process with your line manager, sharing your success stories as well as your challenges
- Take responsibility for your work, encourage and accept feedback from your line manager and respond to or adapt to change as required
- Continue to learn and develop as a professional, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance reviews

**Other Responsibilities**

- Undertake such other duties as the Headteacher from time to time may direct

**Person Specification:**

<b>Experience, expertise, and skills</b>	<b>Essential (E) or Desirable (D)</b>	<b>Demonstrated at Application (A) Interview (I) Task (T)</b>
Experience of working in a school or public sector organisation	D	A & I
Previous experience of school finance	D	A & I
Excellent organisational skills	E	T
Excellent written and oral communication skills	E	I & T
Thorough working knowledge of Office 365 (Outlook, Word, Excel)	E	I & T
Experience of working with online platforms such as SIMs etc.	D	A
<b>Personal Attributes</b>		
Process driven, target orientated and demonstrates responsibility	E	I
Enthusiastic, adaptable, pro-active and ability to use initiative	E	I
Calm, efficient, and polite manner, able to work under pressure without losing these qualities	E	I
Ability and desire to work as part of a team	E	I
Willingness to learn to new skills	E	I
Ambition to deliver first class customer service to students, staff, parents and governors	E	I