

Finance Assistant Job Description

Reports To:	Finance Manager
Location:	Cranleigh School, Surrey (on-site)
Salary:	£34,700 per annum
Hours	Full year, Full-time, on-site

The Role

We are currently seeking a proactive **Finance Assistant** to play a key role in the smooth running of our Finance Department.

This is an excellent opportunity for someone with experience in purchase ledger operations who enjoys a varied role and is committed to maintaining high standards of financial accuracy and compliance.

Key Responsibilities

In order to maintain a flexible working situation and a satisfactory back-up for sickness and holidays etc, Finance Office staff will be expected to stand in for other members of the Department.

- The processing of all purchase ledger invoices, including employee expenses, ensuring each is analysed correctly and authorised by the relevant budget holder, or their deputy.
- The production of payment runs on a fortnightly basis ensuring invoices are paid within terms and remittances are sent promptly to suppliers thereafter.
- Dealing with supplier queries and liaising with colleagues to resolve in a timely manner.
- The maintenance of the purchase ledger supplier databases, ensuring contact details and bank details are kept fully up to date.
- The reconciliation of supplier statements.
- The production of cheques as and when required, ensuring each is correctly analysed and authorised by the relevant budget holder or their deputy.
- The maintenance of the school cash books for all bank accounts on a weekly basis.
- The reconciliation of all bank accounts on a weekly basis.
- All purchase ledger and bank filing as appropriate, including annual archiving.
- Credit card reconciliation.
- Health and safety compliant.
- To be available for training as necessary.
- Any other relevant tasks as directed by the Finance Manager.



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Person Specification	
Essential Criteria	<ul style="list-style-type: none">• Proven experience in a similar purchase ledger or accounts payable role.• Strong attention to detail with excellent numerical and analytical skills.• Proficient in using financial software and Microsoft Office, particularly Excel.• Excellent organisational skills with the ability to prioritise workload and meet deadlines.• A team player with strong communication and interpersonal skills.• Commitment to continuous improvement and professional development.
Desirable Criteria	<ul style="list-style-type: none">• Interest in, or prior experience of, the education sector.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.