

Job Description

Role: Finance Assistant

Grade: Scale 4, Spine points 7-10 £29,412 - £30,771 All year round

Reporting to: Senior Finance Officer

Responsible for:

Purpose of Post

- To support the Governors, Executive Headteacher, Head of School, School Finance & Facilities Manager (SBM) & Senior Finance Officer in attaining the aims and objectives of the school improvement plan by providing effective financial management in the preparation and monitoring of the school's financial systems to ensure sound financial probity in order to secure the best outcomes for pupils.
- To liaise day to day with the Senior Finance Officer in maintaining the school's finance systems and processes and ensuring they are kept up to date and accurate at all times.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

Main Duties

Finance Officer

- Assist the Senior Finance Officer with all aspects of the development and effective operation of the finance function within the schools.
- Assist the Senior Finance Officer with operating and monitoring the schools' account and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
- Complete administrative routines relating to orders, invoices, cheques, income, and the receipt and distribution of goods and services.
- Undertake general office, reception and administrative duties as required.

Duties and responsibilities:

- To ensure strict confidentiality and effective financial management in line with the LA's District Auditor and DfE guidelines and to support the SBM to ensure that effective systems are in place to guarantee sound financial probity and the prevention of fraud.
- To input data onto the School's Financial Management System (FMS6)
- To assist the Senior Finance Officer with operating and monitoring the school account and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
- To provide assistance to staff with regard to financial issues, e.g., placing and following up of orders, (i.e., has arrived, is out of stock, no longer available) advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the Senior Finance Officer
- To process all orders, record all deliveries, invoices, and payments into the computerised accounting system for the schools through the agreed financial system (FMS6)
- To ensure that all invoices and statements of accounts have been authorised by the relevant signatories.
- To ensure that all invoices are correct and to pay them in a timely manner, producing cheque/Bacs runs accordingly.

- Although a cashless School, from time to time to ensure the banking of all monies (e.g., supply staff adult meals) into the schools' bank account.
- To process petty cash expense claims from staff and pay via bacs.
- Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, and cheque books.
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors, and the bank.
- Answering incoming calls, dealing with requests and enquiries, and taking messages as required.

Other responsibilities

- To deal with enquiries from staff, parents, children, and members of the public and to refer such enquiries to the relevant staff member as appropriate.
- To ensure all visitors and callers to the school office receive equal access to services and to ensure their specific needs are met.
- To help in the main office when required.
- The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the schools. The job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's responsibilities and duties.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies, and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors, and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations, and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promote the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings, and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be always completely aware of responsibilities under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be

mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.



Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills, and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

Qualifications & Experience	1. Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Mathematics.
	2. Experience of working in a busy school office environment as part of an administrative team.
	3. Experience in working with administrative systems and procedures, including IT systems.
Knowledge & Skills	1. Ability to undertake a wide range of administrative tasks including word processing, filing and cash management
	2. Ability to maintain accurate records and filing systems
	3. Ability to work with a customer focused and friendly manner.
	4. Ability to handle sensitive information and work in a confidential manner
	5. Ability to work constructively as part of a team, understanding school roles and responsibilities including own
	6. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, and suppliers/contractors
	7. Knowledge and experience of the application of Health & Safety in a school setting
	8. First Aid
*Personal Qualities	1. Initiative and ability to prioritise one's own work
	2. Able to follow direction and work in collaboration with line manager
	3. Able to work flexibly to meet deadlines and respond to unplanned situations
	4. Efficient and meticulous in organisation
	5. Desire to enhance and develop skills and knowledge through CPD
	6. Commitment to the highest standards of Child
	7. Protection and safeguarding
	8. Recognition of the importance of personal responsibility for health and safety
	9. Commitment to the school's ethos, aims and its whole community