



JOB DESCRIPTION: Finance Assistant

Grade:	ME 4
Responsible to:	Senior Finance Officer
Responsible for:	Undertaking administrative and financial organisational processes within the school.
Hours of work:	This post is part-time 20 hours per week / 40 weeks per year (10 am to 2 pm Monday to Friday). Attendance during school holidays to be arranged in conjunction with the Director of Finance and to include support with financial year end.

Job Purpose:

- To provide an efficient and effective Financial Processing service within school
- To ensure effective implementation of school policy and practice with regard Finance Procedures
- To provide support to the wider administrative team

Orders

- Overseeing and administrating the placement of orders, ensuring Best Value principles are applied at all times
- Ensuring Financial Management procedures are followed and upheld at all times
- Dealing with any queries with regard to orders, liaising with the COSST team as appropriate
- To ensure that deliveries are logged and staff members notified
- To liaise with relevant members of staff to ensure that appropriate authorising signatures are obtained promptly
- Processing and fulfilling departmental stationery orders
- Generating Purchase Orders for CPD bookings and advising staff

Expenditure

- Administering the debit/charge card process, ensuring Financial Management procedures are upheld at all times, and appropriate commitments are entered in a timely manner
- Administering school uniform vouchers for subsidising parents as appropriate

Income

- Providing a friendly, welcoming service to staff and students during Finance Office opening hours
- Administering school trips including collecting money from students and pursuing overdue payments when necessary
- Using the online payment systems within school
- Dealing with any returned payments from the bank promptly and tactfully
- Administering and paying relevant charities collections

- Administering school sales of ties, planners, stationery
- Administering and monitoring school voucher systems for lunches, lost library books etc., ensuring that money is returned to the school

School Trips

- Booking transport for school trips as requested
- Process payments for school trips
- Chase payments via the trip leader or directly with the parents/carers as appropriate

Financial Management Procedures

- Assisting the overall financial planning processes as required
- Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures (including contacting the LA)

Administrative Support

- Ensuring that filing is up to date
- Sorting incoming post

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Supporting the school in meeting its legal requirements for worship.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.
- Be aware of and support difference and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher