



William Ellis School Job Description

Title of Job: Finance Assistant

Department: Support Staff

PERSON REPORTS TO: Finance Manager

PURPOSE OF JOB:

To work under the direction of the Finance Manager to provide support and capacity to ensure the effective financial operation of the school.

DUTIES AND RESPONSIBILITIES:

The Finance Assistant will support the Finance Manager in the following duties and responsibilities (full training will be provided):

Finance

1. Maintain historical accounting records and assist in the preparation of monthly bank reconciliations, quarterly VAT returns and annual year end accounts.
 2. Assist in the preparation of financial management reports for the Headteacher and Governors' Committees as requested.
 3. Liaise with the Finance Manager on all financial matters.
 4. Assist in the preparation of and monitoring of departmental budgets.
 5. Assist the Finance Manager in managing all bank accounts.
 6. Assist in the preparation and submission of VAT claims.
 7. Assist in the maintenance and storage of all accounting records relating to the School's catering operations.
 8. Oversee all income relating to, school trips, book deposits, etc and issue receipts.
 9. Ensure all invoices are receipted by the appropriate budget holders.
- Process orders, invoices and BACs. (BACS = bank to bank money transfers)
10. Deal with enquiries from suppliers regarding deliveries and payments.
 11. Print reports from FMS (Financial Management System)
 12. Assist with the management of the School's minibus. This will primarily be managing all payments associated with the minibus

To carry out any other reasonable duties within the scope of the post as requested by Director of Operations or Finance Manager.

William Ellis School

HR & Finance Assistant – Person Specification

Category	Essential	Evidence
Qualifications and Training	<ul style="list-style-type: none"> At least Level 1 Standard in English and Level 2 Standard in Maths 	Letter of application
Experience	<ul style="list-style-type: none"> For level 3 only, some experience working within a busy finance environment. Experience of using MS Word and Excel, updating and maintaining databases and the use of email. 	Letter of application
Skills, knowledge and aptitude	<ul style="list-style-type: none"> Have well-developed ICT skills For level 3 only, have experience of working in a finance context. For level 3 only, have a general awareness of book keeping, accountancy software Be strongly numerate. Be willing to work flexibly and is reliable and trustworthy. Have high levels of personal integrity as befits a role of this importance. Good organisational skills Be an effective communicator, both in writing, numbers and spoken. Have an excellent attendance record. Ability to be highly productive and work under pressure. Willing to learn about and follow the school's Equal Opportunities Policy and at all times work to further the school's aims with regard to equal opportunities and raising achievement. To be committed to working co-operatively towards the aims of William Ellis School. Willing to learn how to handle confidential matters. 	Letter of application Interview
Category	Desirable	Evidence
Personal Attributes	<ul style="list-style-type: none"> Energy, ambition and enthusiasm Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach. 	Letter of application Interview