



Cressex Community School JOB DESCRIPTION

Job Title **Finance Assistant**

Grade **Range 3**

Responsible to **Business Manager**

Job Purpose To promote high standards of student achievement and the overall effectiveness of the school by providing finance and administrative support to the Business Manager

Duties and Responsibilities

1. To safeguard and promote the welfare of children and young people.
2. To enter standing information into the finance system (suppliers, debtors) in accordance with procedures.
3. To process purchase orders from requisitions, accurately and in accordance with agreed authorisation processes and timescales.
4. To print purchase orders, check them for accuracy and distribute them to suppliers and budget holders as required.
5. To process invoices, checking against purchase orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
6. To investigate and resolve supplier invoices under query, arrange returns and ensure that refunds or credit notes are received.
7. To deal with queries from suppliers (including statements), debtors, budget holders and other suppliers.
8. To support the Business Manager and Lettings Officer in carrying out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments.
9. To raise school invoices from appropriate documentation.
10. To implement debt collection procedures, including referral to a debt collection agency if required.
11. To process school income (cheques and cash), and bank same.

12. To review trip expenditure sheets and approve student pricing prior to letters being sent out to students.
13. To maintain a detailed record of non-invoiced income relating to school trips etc.
14. To record and reconcile School Fund transactions; includes issuing parent refunds and claiming travel reimbursements for school trips.
15. To coordinate the finance aspect of ParentPay including catering payments and the reconciliation with School Fund.
16. To process and reconcile petty cash.
17. To calculate internal recharging to departments (eg reprographics) and processing of subsequent journals.
18. To complete month end procedures including bank and other reconciliations and post journals as required.
19. To provide financial information reports from the finance system for budget holders and give advice as requested; collate information for the Business Manager to review department allocations and requests outside of department budgets.
20. To carry out the finance import to the equipment register every month.
21. To check and process employees' travel claims and salary claims and administer the Travel Choice scheme.
22. To support the Business Manager with data provision for Resources Meetings and the End of Year and Budget Setting processes.
23. To support the Business Manager and Site Manager by maintaining the contracts and licences records.
24. To work within school policies and procedures, including participation in performance management and professional development as required.
25. Take care for own and other's Health & Safety.
26. To undertake such other tasks, commensurate with responsibilities of the post, as may be agreed from time to time with the headteacher.