**Salary: £22,398 - £25,377 All Year Round Or**

**£19,073 - £21,610 Term Time Only**

**Dependant on qualifications & experience**

**Employed: All Year Round, 5 days a week, 36 hours per week Or Term Time Only 5 days a week, 36 hours per week**

**Start Date As soon as possible**

**PURPOSE**

Your role will be to support and assist the Deputy Bursar and Executive Business Manager with day to day financial functions, being accountable for ensuring deadlines are met and that strict confidentiality is maintained at all times.

**PRINCIPAL ACCOUNTABILITIES**

1. ***Providing efficient finance assistance to the Executive Business Manager and Deputy Bursar***

* Responsible for all Cash Book transactions both receipts and payments for the School; recording accurately within the finance system; preparing cash and cheques for paying into bank; and banking as required.
* Liaising with suppliers (and on occasion, customers) to resolve any invoice queries/disputes.
* Assisting with the administration of the cashless catering system by processing any manual debits/credits onto customer accounts. Liaising with other Administration staff on free school meals allowances and maintaining records within cashless system.
* Maintenance of departmental expenditure records, and distribution to departments on a regular basis.
* Responsibility for Petty Cash/Expense Claim transactions, making payments in accordance with procedures.
* Administration of income collected via online Parent Pay system, allocation to relevant customer account and accurately recording within the nominal ledger.
* To manage accounts for School visits, providing assistance to trip organisers in costing trips, making bookings and receiving payments via online Parent Pay system.
* Assist with the management of cashflow between the School main bank accounts.
* Analyse payments & cashflow within the main account on a monthly basis, and keep track of sales invoices raised.
* Maintaining the accounts filing system on a weekly basis, suitable for auditing purposes
* Assist the Executive Business Manager in any issue relating to finance
* To provide cover or assistance to other members of Finance Team during periods of absence and peak work loads

1. **Assistance with operational matters at the School as and when required**
   * Facilitating the set-up and activation of new students and staff onto the Parent Pay payment systems and cashless catering system.
   * Analysing data and producing reports from the Papercut system on request.

**JOB CONTEXT**

Reports to:  *Executive Business Manager and Deputy Bursar*

Supervises: *None*

Contacts: *All school staff including budget holders. Students and parents/carers. The School’s bank, Security cash collection and all school suppliers*

**KEY ORGANISATIONAL OBJECTIVES:**

To contribute as an effective and collaborative member of the School Team

* *Required to carry out all reasonable duties and responsibilities of the post in accordance with the Schools’ policies and procedures and standing orders*
* *Enactment of Health and Safety requirements and initiatives as appropriate*
* *All employees are required to declare any conflict of interest that may arise before or during their employment*
* *Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the School’s interest, or in any way weaken public confidence in the conduct of the School’s business*
* *Undergo and meet school conditions for a satisfactory enhanced CRB check*
* *Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School’s policies and procedures*
* *To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board*
* *Ensuring work is line with the School's Green Commitment Policy goals*
* *Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained*
* *Treating all information acquired through your employment, both formally and informally, in strict confidence*
* *To demonstrate a commitment to good customer care*
* *Various other duties of an appropriate level and nature will also be required*
* *Participating in training to be able to demonstrate competence*
* *Participating in first aid training as required*
* *Participating in the ongoing development, implementation and monitoring of the service plans*
* *Contributing in meetings and being a supportive member of the school team*

**CONDITIONS OF SERVICE:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

**SPECIAL CONDITIONS OF SERVICE:**

The post-holder may be required to work outside of normal School hours on occasion, with due notice.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  |  | **Essential (E) or Desirable (D)** |
| **Knowledge / qualifications:** | * Sound knowledge of accounts filing systems for auditing purposes * Computer literate * A working knowledge of academy computerised financial systems * Relevant basic accounting or booking qualification | **E**  **E**  **D**  **D** |
| **Experience:** | * Experience of financial procedures, cash handling and cash security in a similar public sector environment * Experience of purchase ledger and accounts receivable * Experience of dealing with schools’ non-public funds | **E**  **E**  **D** |
| **Qualifications and Experience** | * Good level of education to at least A-level standard ideally degree standard or equivalent | **E** |
| **Skills and Abilities:** | * Ability to set and work to agreed targets and work schedules * High level of honesty and integrity * Punctual and reliable * Ability to work with precision to tight deadlines * Ability to communicate effectively with persons at all levels * Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff * Ability to organise one’s own tasks with minimum supervision * Ability to communicate effectively and, when required, confidentially with persons at all levels * Ability to minute meetings/briefings * Ability to type * High level of ICT skills | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **Special conditions:** | * Motivated to work with children & young people * Ability to form & monitor appropriate relationship & personal boundaries with children & young people * Emotional resilience in working with challenging behaviours * Appropriate attitudes to use of authority & maintaining discipline * To undergo an enhanced DBS check – individuals on the ISA barred list should not apply | **E**  **E**  **E**  **E**  **E** |