

### GLF Schools - Job Description

<b>Job Title</b>	Finance Assistant	<b>Job Reference</b>	TBSFA0325
<b>Location</b>	The Beacon School	<b>Travel required</b>	N
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>● To provide financial and administrative support as a member of the school's office support team.</li> <li>● To support the organisation and maintenance of the school finance systems to ensure the school is fully compliant with the Academies Financial Handbook.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties</b>			
<ul style="list-style-type: none"> <li>● Occasional reception duties.</li> <li>● Deal with first aid when required including the administering of medicines.</li> <li>● Use Microsoft Office programs - Excel, Word, Outlook, and Publisher - to produce reports and letters, applying punctuation, spelling and grammar, contributing to style and presentation of documents.</li> <li>● Filing, reprographics and word processing.</li> <li>● Office space organisation and maintenance.</li> <li>● To participate in the school's appraisal process.</li> <li>● Use Parentpay, PSFinancials and any other computer applications which the school implements.</li> <li>● Ensure the banking and record keeping for school meals is recorded on parentpay against relevant student in a timely fashion.</li> <li>● Reconciliation and management of the school fund.</li> <li>● Monthly reconciliations and reports provided to Business Manager in a timely fashion.</li> <li>● Ordering, receipt and distribution of goods – reconciliation of delivery notes to orders.</li> <li>● Entry of invoices onto PSFinancials for authorisation by Business Manager or Headteacher.</li> <li>● Deal with finance and general office queries on telephone or email as required.</li> <li>● Maintain supplier catalogues in a tidy order.</li> <li>● Maintain filing system for orders, invoices and delivery notes.</li> </ul>			
<b>Other Duties</b>			
<ul style="list-style-type: none"> <li>● Ensure that the school website is monitored &amp; kept up to date weekly.</li> <li>● Duties are subject to change by negotiation and agreement with the Headteacher &amp; post holder.</li> <li>● Any other duties commensurate with the role as directed by the Headteacher in 2015 and by the School Business Manager in subsequent years.</li> </ul>			
<b>Accountability</b>			
<ul style="list-style-type: none"> <li>● Office Manager.</li> <li>● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</li> </ul>			
<b>Safeguarding</b>			

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.