**Finance Assistant** 

**Job Description**

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| **Purpose:** | To assist in providing a range of administrative support with particular focus on financial administration, including order and invoice processing, petty cash, day to day financial management of school budgets and the school fund. Monitoring of music fees, educational visits, school inventory, banking of income and reconciliation. |
| **Reporting to:** | Bursar |
| **Liaising with:** | Colleagues, students, parents, suppliers and other parties |
| **Working time:** | 8am-4pm daily, Term time only plus 15 days. |

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| **Main (core) duties** | |
| **Responsibilities** | * To work as part of a team to provide customer focussed services * To deal with enquiries from colleagues and suppliers * To prioritise work to meet conflicting deadlines * To maintain accurate records and track progress of work * To undertake administrative duties and checks including: Order and invoice processing, educational visits, school inventories, deliveries and petty cash * Financial administration of school fund account; main budget; grants, projects/events * To analyse financial data * To use IT applications and databases effectively to deliver administrative tasks. * To accurately collate and prepare information from a variety of sources * To work with others to help improve work organisation and effectiveness * To ensure promotion and support of Equal Opportunities and Health & Safety. |

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| Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. |