

JOB DESCRIPTION: Finance Assistant

The following job description is for the guidance of candidates as to the requirements of the post.

PURPOSE:	To work as part of a team to maintain all aspects of financial administration. Finance Officer
RESPONSIBLE TO:	Finance and Payroll Manager
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 8 – 12 (formally known as NJC 19 – 22), pro rata
WORKING TIME:	During term time 4 days per week. During school holidays 5 days across the year.

Main (core) duties:

- Assist with the administration of the schools accounting systems, both manual and computerised
- Process invoices and prepare payments
- Bank all school income and ensure this is accurately accounted for
- Process orders
- Maintain photocopying records
- Reconcile bank accounts
- Prepare financial reports as required
- Maintain records for audit in accordance with school and LA (or relevant body) requirements
- Assist with the preparation and submission of reports to the LA or relevant body
- Assist with budget preparation
- Assist with the monitoring of income and expenditure
- Assist with the financial administration of school trips
- Assist with income claims and monitor receipt
- Comply with school policy on data security and GDPR legislation
- Undertaking any other reasonable duties at the direction of the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Finance Assistant

Essential unless noted as Desirable

Qualifications

- GCSE level A-C including maths or equivalent vocational qualification

Experience

- Experience of working in a finance department
- Experience of maintaining manual and computerised financial systems
- Experience of working in an educational setting (desirable)

Knowledge and Understanding

- Understanding and knowledge of financial management and record keeping
- Understanding of LA school accounting procedures (desirable)
- Knowledge of RM Finance (desirable)
- Understanding of and commitment to equal opportunity issues within the workplace

Skills and Abilities

- Able to work in an organised and methodical way
- Able to prioritise and manage workload, working effectively and calmly under pressure
- Able to work quickly, accurately and to deadlines
- Able to maintain confidentiality
- Able to keep up to date on relevant policies and procedures in line with the duties identified in the job description
- Competent computer skills with basic Excel knowledge
- Numerate and literate
- Calm and orderly approach
- Excellent organisational skills
- Enthusiasm, self motivation and good communication skills
- Good team player and good sense of humour
- Willingness to support the faith ethos of the school (there is no requirement to be Jewish)