



Kingsley

Kingsley School Bideford Job Description

Job Title:	Finance Office Assistant
Reports to:	Finance Office Manager
Employee Responsibilities:	To provide an effective financial administration service to Kingsley School Bideford (to include Kingsley School Bideford Enterprises Ltd)
Hours per week:	34 paid hours per week Monday-Thursday 09:00-17:00 (half hour unpaid lunch break), Friday 09:00-13:00
Rate of Pay:	£9.50 per hour
Main purpose of job: To support the Business Manager and Finance Office Manager, ensuring the smooth function of the finance office.	
Main Responsibilities: <ol style="list-style-type: none">1. To process and manage suppliers accounts to ensure that costs are properly recorded and that payments are only made for authorised expenditure, that assets are recorded, liabilities are discharged in a timely manner and compliance with VAT and other statutory regulations are achieved.2. The production and monitoring of fee invoices and payments to Kingsley School.3. Efficient debt control.4. To assist with the timely and accurate processing of Kingsley School's payroll, ensuring that this complies with all statutory obligations for filing and payment of taxation, accounting/payroll/pension returns in order to ensure accuracy, and to meet all relevant Kingsley School and statutory deadlines.5. To input data accurately in to the Nominal Ledger.6. To assist with producing monthly departmental budget reports7. Maintaining utilities costs control spreadsheet8. School credit card transaction posting9. To assist as and when necessary so that workload pressures are alleviated and carry out other duties including holiday cover as may reasonably be required from time to time to meet the evolving needs of the organisation.	

Person Specification – Finance Office Assistant

Knowledge and Experience

Essential

- Ability to work on own initiative and as a part of a team
- Good customer service skills
- Good oral communication skills
- Flexibility and resilience

Desirable

- Previous experience in a similar role

Qualifications

- A good standard of literacy and numeracy

Skills and abilities

- Excellent interpersonal skills and the ability to remain calm when under pressure
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.

Child Protection

To adhere to and follow child protection policies and procedures, in order to promote the safety of all students and young people and ensuring staff awareness and adherence at all times. Ensure that all matters regarding the care and management of students and young people are reported in line with policy and procedures

Confidentiality

The post holder must maintain the confidentiality of information about service users, staff and other Kingsley School business. Some of the work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times

Health & Safety

To care for your own health, safety and welfare as well as that of others

To ensure that all school Health and Safety policies and procedures are followed at all times To ensure that the Maintenance and Grounds Manager is regularly and promptly informed of all relevant events, incidents and emergencies (or other appropriate manager in their absence)

Equality and Diversity

Kingsley School has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this

Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out other delegated tasks in line with their post.

