



BRENTSIDE HIGH SCHOOL

LEARNING AND ACHIEVING TOGETHER

Job title:	Finance Assistant	Job type:	School Support Staff
Line manager:	Finance Officer/Office Manager		
Hours:	Term Time plus 1 week (40 weeks)		
Salary:	Grade 5, Points 12-15		

Main purposes of the job

Under the instruction/guidance of senior staff, provide financial and administrative support to the school.

Main responsibilities and tasks

Finance

- To undertake day-to-day financial administration tasks, such as:
 - Processing of purchase orders or invoices using the SIMS FMS financial software;
 - Matching orders with invoices;
 - Obtaining confirmation from budget holders that goods have been received before submitting invoices for authorisation for payment;
 - Filing and archiving records;
 - Preparing BACS runs as directed by Finance Officer to submit for authorisation;
 - Processing other finance-related tasks as directed by Finance Officer.

Administration

- To provide general clerical/admin support as required by the Office Manager.
- To provide day-to-day management of the parental payment platform used by the school, e.g. managing and liaising with parents regarding school meal accounts, book loans, trip payments etc.
- To maintain records consistently and accurately.
- To set up and maintain data tracking/monitoring spreadsheet, as may be necessary.
- To undertake ad-hoc administrative procedures.

Resources

- To operate relevant equipment/ICT packages (e.g. SIMS, FMS6 & Microsoft Office).
- To maintain administrative stocks and supplies, cataloguing and distributing as required.
- To provide general advice and guidance to staff, pupils, and others, if required.

General responsibilities

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To be aware of and comply with policies and procedures relating to child protection, financial management, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training opportunities and professional development as may be appropriate.

PERSON SPECIFICATION

Education and Experience

- a) GCSE or equivalent qualifications in English and Maths.
- b) Proven experience of finance and / school administration.
- c) Experience of managing multiple priorities.

Knowledge, Skills and Abilities

- d) Strong organisational, financial processing, and communication skills.
- e) Ability to interpret information accurately.
- f) Ability to use own initiative to identify inaccuracies in the information provided and pursue completeness of data and records.
- g) Ability to work quickly and efficiently with minimum supervision.
- h) Ability to communicate clearly both in writing and orally.
- i) Ability to perform efficiently whilst under pressure.
- j) Experience of using Excel at intermediate level (desirable).
- k) Ability to work constructively as part of a team, understanding school roles and responsibilities and the post holder's position within these.
- l) Ability to self-evaluate learning needs and actively seek learning.
- m) Ability to relate well to children and adults.

Other Factors

- n) Willingness to have an enhanced DBS check.