

# GOSFORD HILL SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Finance Assistant
<b>Accountable to:</b>	Business Manager
<b>Line Managed by:</b>	Finance Manager
<b>Start Date:</b>	
<b>Hours:</b>	25 hrs/wk. 38 weeks 09:00-14.30 Including a 30 min unpaid lunch break
<b>Salary:</b>	LGPS Grade 6

## JOB PURPOSE

- To assist the Finance Manager in the management of the Academy's finances

## OBJECTIVES

To be accountable for:

- Administration of financial accounting and management systems
- Support the Finance Manager in preparing budgets and financial projections
- Support the Finance Manager, Business Manager and Business team as necessary

## MAIN DUTIES

### Financial Accounting and Management Systems:

- Ensure that the Academy's approved Financial Procedures are followed
- Administrate Supplier Purchase Orders – including checking spend against budget; placing approved orders; monitoring deliveries; chasing shortages; returning defective goods; and obtaining credit notes.
- Administrate School Trips – including booking coaches; logging receipts from students; issuing receipts to students; and preparing lists of attendees for Teachers.
- Administrate Lockers – including logging receipts from students; issuing padlocks; assisting with allocation of lockers; and maintaining a list of lockers allocated
- Administrate Free School Meals – including obtaining and checking parental information to confirm eligibility to FSM; sending out letters to parents; updating FSM list for canteen; reviewing eligibility three times a year and in advance of the School Census
- Administrate Imprest and Purchase cards – including issuing petty cash; processing claims; obtaining VAT receipts; and reconciling petty cash and purchase cards monthly
- Administrate Sales ledger – including raising invoices as requested, reconciling debtors' ledger and chasing unpaid debts.
- Administrate income – including logging receipts and preparing for banking.
- Raise sales invoices, deal with receipts and debt collection

### Budget Preparation and Financial Projections:

- Support the Finance Manager in the preparation of support for the annual budget process
- Support the Finance Manager in the monthly preparation of Cost Centre statements for budget holders

### Other financial assistance:

- Place internet orders and make debit card purchases where appropriate
- Prepare and post all petty cash reimbursements
- Process inter-departmental transfers for services, e.g. photocopying
- Other administrative duties as may be requested by the Finance Manager or Business Manager.
- Other administrative duties relating to the Business Team - for example, minutes of Whole School meetings - as requested by the Business Manager

**Support for the School:**

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: December 2016

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation