

EVERSFIELD PREPARATORY SCHOOL



FINANCE ASSISTANT JOB SPECIFICATION

Responsible and accountable to

Finance Manager

Job Purpose

The Finance Assistant is a member of the Finance team (3 members) whose key responsibility is to manage School finances and related business processes in order to provide the reliable, efficient and friendly support necessary for the school to deliver its core aims and values. The post holder should support the management team in order to provide high quality education in a happy, caring, safe and attractive environment within the school's Christian ethos and tradition.

Responsibilities

Purchasing

- Order goods in accordance with school's policies and procedures
- Work with budget holders to obtain quotes for goods and services
- Promptly posting invoices to the purchase ledger with correct coding and authorisation
- Review purchase ledger and schedule payments in accordance with the documented policies
- Prompt posting of supplier payments to purchase ledger
- Collate supplier statements and conduct regular reconciliations
- Control spend on School credit cards and prepare monthly reconciliation and posting voucher

Sales and other income

- Work with Finance Business Partner to raise fee invoices
- Administer the nursery grants scheme
- Administer the Milk scheme
- Daily posting of receipts to sales ledger
- Review sales ledger balances and conduct first stage credit control in accordance with the documented policy

Cash and Bank

- Perform regular bank reconciliations
- Maintain control of electronic cash book.

Payroll

- Assist Finance Business Partner with monthly payroll process.
- Log overtime claim forms and ensure authorisation in line with monthly payroll timetable.

Month end accounts close

- Undertake some monthly accounting close processes
- Extract all necessary reports for approval
- Support the finance manager in the provision of ad-hoc analysis when required

Professional Responsibilities

- Support the Headmaster in promoting the school positively, assisting wherever possible in implementing the School's ethos and expectations.
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
- Undertake any other duties that may be reasonably required by the Finance Manager
- Establish effective, professional working relationships with colleagues.
- Be responsible for personal health and safety at work and inform the Estate Manager of any health and safety matters in need of attention.
- Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the DSL (Designated Safeguarding Lead)
- Work within the school's Equal Opportunities Policy.
- Set a good example to children through presentation, personal appearance and conduct.
- Attend all INSET and CPD as requested by the Headmaster.
- Comply with information and guidance in the Staff Guidebook, Employee Handbook and all other school policies.
- Attend staff meetings as required by the Headmaster.
- Be aware of the School Improvement Plan and support and assist the Leadership & Management Teams in its implementation.