

# Telferscot Primary School

Head Teacher **Jenny Martin** BA(Hons), BEd(Hons), MBA

Deputy Head **David Cooper** BA(Hons)

## **Finance Assistant - Scale 6** **35 hours per week plus 1 week**

### **Line of responsibility**

The Finance Assistant will be directly responsible to the Office Manager.

### **Job purpose**

The Finance Assistant is responsible for:

- Assisting the School Business Manager (SBM) and Extended School Manager with all aspects of the development and effective operation of the finance function within the school to include extended facilities.
- Assisting the Extended School Manager with operating and monitoring all school accounts in relation to the school's extended day. Ensuring payments are made and up to date for school dinners, extended day, tuition, events, music lessons, nursery provision, trips and events and ensuring the safe receipt and handling of payments and cash, including the reconciliation of transactions.
- Completing administrative routines relating to orders, invoices, cheques, income and the receipt and distribution of goods and services.
- Undertaking general office, reception and administrative duties.
- Be the main point of contact for charity and fundraising events at school.

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.



All members of staff are required to participate in the school's appraisal scheme.

### **Job specification**

#### **Operational**

S/he shall set up payments for extended clubs/TASC, breakfast club, nursery fees, curriculum trips, family learning based events and play schemes.

S/he shall chase debtors for all payments

S/he shall set up term dates and payments for all areas on Scopay (school's payment and communication system)

S/he shall provide admin. support to Extended School Manager to include all events and family learning programmes.

S/he shall assist with grant funding applications as requested.

S/he shall liaise with appropriate agencies for checking benefit eligibility and maintaining PPG and FSM registers as requested.

S/he shall administer, allocate and liaise with parents as necessary regarding Childcare Vouchers and payments.

S/he shall be a member of the family learning events team and assist with planning and running events.

S/he shall assist with planning charity events including collection of payments.

S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.

S/he shall provide efficient finance and administration assistance to her/his line manager.

S/he shall assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income, accessing and producing reports for budget holders.

S/he shall assist in transferring data safely when database systems are introduced and / or changed.

S/he shall assist in the setting up and maintaining of archive files and historical data.

S/he shall assist in the preparation of statistics and management information with regard to finance as required by her/his line manager, the Headteacher, governors, auditors, local authority and the DFE, including end of year accounts and the Schools Financial Value Standard.

S/he shall assist in the collection, entry and extraction of data required to complete statutory returns.

S/he shall process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.

S/he shall process payments following required authorisation and ensure cheques are signed by relevant signatories.

S/he shall ensure the safe receipt, handling and banking of monies and cheques received.

S/he shall receive record and bank school trip monies received from students/parents/carers.

S/he shall provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.

S/he shall liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by her/his line manager.

S/he shall assist the Premises Manager in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate and invoicing for payments and deposits and refunding as applicable.

S/he shall contribute to the evaluation and development of financial systems and procedures.

S/he shall be responsible for the issue of school invoices following up their prompt payment.

S/he shall report technical faults relating to the school database system/s and equipment to the ICT Technician/s in accordance with school reporting procedures.

#### **Administrative**

S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.

S/he shall process, input and extract data held on the school's database systems.

S/he shall maintain both manual and computerised record and filing systems in line with audit requirements such as invoices, and cheque books.

S/he shall deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.

S/he shall answer incoming calls, dealing with requests and enquiries and taking messages as required.

#### General

S/he shall attend school events as required.

S/he shall assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.

S/he shall attend relevant meetings and training sessions.

S/he shall keep abreast of developments and changes in fields relevant to role and communicate to staff as required.

#### Person Specification

Essential	Desirable	Evidence
<b>Qualifications and experience:</b> <ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</li> <li>Experience of working in a busy office environment.</li> <li>Previous finance/accounting and administration experience (at least one year).</li> </ul>	<b>Qualifications and experience:</b> <ul style="list-style-type: none"> <li>Finance/accounting related qualifications.</li> <li>Experience of working in a school or similar establishment.</li> </ul>	Application form Letter of application References Interviews  Certificate/s (to be available at interview)
<b>Knowledge and skills:</b> <ul style="list-style-type: none"> <li>Ability to build and form good relationships with colleagues and students</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own</li> <li>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, parents and suppliers/contractors</li> <li>Good standard of numeracy and literacy skills</li> <li>Ability to proficiently use office computer and finance software</li> </ul>	<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Working knowledge of SIMS and Scopay software packages</li> <li>Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as Schools' Financial Value Standard</li> </ul>	Application form Letter of application References Interviews

<p>including word processing, spreadsheet, database and internet systems</p> <ul style="list-style-type: none"> <li>• Ability to absorb and understand a wide range of information</li> <li>• Ability to maintain accurate records and filing systems</li> <li>• Ability to deal with confidential data/issues appropriately.</li> </ul>		
<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work</li> <li>• Able to follow direction and work in collaboration with line manager</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Able to attend evening meetings if required</li> <li>• Efficient and meticulous in organisation</li> <li>• Desire to enhance and develop skills and knowledge through CPD</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>