



FINANCE ASSISTANT

Job Description

Hours:

16 hours per week, Monday - Thursday 12.30pm - 4.30pm
39 weeks per year (term time plus 5 INSET days)

Salary:

Salary range: Bucks Pay range 2 currently £18,517 to £20,800 per annum
Actual pro-rata salary range £6,791 to £7,628 p.a.

Key Function

An assistant is required in the finance department to assist in the day-to-day running of the School's finance system and preparation of accounts.

Key Responsibilities:

- Placing of orders and processing invoices using the Corero finance system
- Researching suppliers to obtain best-value
- Recharging costs of photocopying & printing to appropriate cost centres
- Assisting with accounting for Private Funds
- Maintaining asset inventories on School Asset Manager software
- Dealing with questions from staff, parents and students
- Other duties as part of the finance team as required

This job description is not necessarily exhaustive; it may be subject to modification at any time due to the changing requirement of the school or for the continuing professional development of the post holder.

John Hampden Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

January 2018