

Job Description
FINANCE ASSISTANT

Purpose	<ul style="list-style-type: none"> The postholder will provide mostly financial administrative support and related administrative assistance to the Finance Manager and Business Manager
Reporting To	<ul style="list-style-type: none"> Finance Manager /
Grade/Hours	<ul style="list-style-type: none"> Grade 5 35hpw all year round (8.30am to 4.30pm)
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
Financial	<ul style="list-style-type: none"> To maintain accurate financial records by inputting invoices, staff reimbursements and other items as required into the school accounts software package. To provide financial support to Finance Manager. Run weekly BACS payment runs and ensure accuracy of all electronic payments, preparing packs for SBM and Headteacher to authorise. Send remittances by email. Responsible for reconciliation of One Card and School Bank accounts Entering necessary journals and orders/invoices into SAGE Responsible for updating the signatures list of budget holders. Ensure all BACS details of suppliers are up to date and amended when necessary. Deal with any Petty Cash requests/queries and administration/payment for staff and the associated admin tasks ie, input into SAGE and Excel. Ensure financial procedures are followed with regards to budget holders' signatures, financial limits, correct budgets etc. Using Microsoft Excel to update necessary financial spreadsheets/administrative info as requested. Use the finance system (SAGE) to input orders, generate payment files, make payments, investigate queries. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential information.
Procurement	<ul style="list-style-type: none"> Procurement of resources/services for school staff as/when required. Monitoring the school's ordering system and assisting staff on how to complete a purchase order. Train as and when required. Comply with best value practice in carrying out all aspects of the job.
General	<ul style="list-style-type: none"> To assist the Finance Manager and Business Manager with day to day tasks including filing, collation of documents, general telephone enquiries, entering details to systems and general administrative duties, including dealing with routine correspondence, as directed. Provision of efficient administrative procedures ensuring accurate presentation of information. Suggest ideas for improving efficiency in the Finance Department and implementing approved ideas. The postholder will be required to undertake other duties and responsibilities of a similar grade and nature in order to support workload peaks and resources and skills shortages to ensure the school's priorities are met. This will be

	<p>sensitive to available resources and individual skills and will normally be within the same service area. Such other duties will not compromise the postholder's participation in the Performance Management Scheme.</p> <ul style="list-style-type: none"> • To complete necessary pupil support duties as required in the School • The postholder will comply with the school's equal opportunities policy and assist with its development and promotion within the school. • Support and uphold Swanlea Values and ethos. • The postholder will actively participate in all aspects of the Performance Management Scheme, including undertaking duties and responsibilities for the purpose of self-development. • The postholder will be required to undergo appropriate training in connection with the development of new technology and assist in the implementation of computerised systems, in accordance with developments in information technology. • Must be available for transitional (break/lunchtime) duties.
	<ul style="list-style-type: none"> • <i>Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</i> • <i>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</i> • <i>Employees are expected to present themselves and to act in a professional manner at all times.</i> • <i>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.</i>

Person Specification

Qualifications/EXPERIENCE/Personal Attributes	Essential	Desirable
Experience of working with SAGE Finance system	X	
A good standard of experience with Microsoft Excel and willingness to continue with CPD in Excel and Finance training	X	
Effective communication skills (both oral and written)	X	
Professional qualification/degree in Business Management/Finance		X
A Level or other equivalent qualifications	X	
GCSE Grade A-C in English and Maths	X	
Proven Microsoft Office skills	X	
Good organisational and interpersonal skills and ability to meet deadlines	X	
Experience of interfacing directly with both students and parents/members of the public	X	
Understanding of and commitment to Swanlea School Values and aspirations	X	
Understanding of the need for and commitment to maintaining excellent attendance and punctuality	X	
A positive 'can-do' attitude and commitment to assisting others in your team	X	
Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it	X	
Hardworking, resilient and professional	X	
Resourcefulness, enthusiasm and flexibility to work under pressure	X	
Commitment to own continuing professional development and to supporting the professional development of others	X	
Commitment to the highest standards of child protection	X	
Knowledge and use of databases		X
Required to work transitional duties as and when required	X	
A commitment to all aspects of equal opportunities	X	

Signed _____ Date _____