



Bickley Park School
Administration and Premises Department
Job Description

JOB TITLE	Finance Assistant
DEPARTMENT/SECTION	Administration & Premises
LOCATION	Bickley Park School, 14- & 24, Page Heath Lane, Bickley, BR1 2DS
Overall objectives of the job: <p>The principal objective of the role of the Finance Assistant is to provide high quality support to The Finance Manager by managing all purchasing and invoice processes in an accurate, timely manner, in accordance with the schools finance procedures.</p> <p>This job description is not intended to be exhaustive in every respect and employees are expected to undertake any, and all other reasonable and related tasks allocated to them.</p> <p>Bickley Park School and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.</p> <p>We are proud of our diversity and inclusive culture in our workplace. We welcome all applications regardless of age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex, sexual orientation, marriage or civil partnership.</p> <p>We are an equal opportunities employer.</p>	
Reporting line: <ul style="list-style-type: none">• Finance Manager	
Qualifications: <ul style="list-style-type: none">• Educated to GCSE level• Good level of English & Maths essential• Competent in the use of Microsoft Office software, to include but not limited to, Outlook, Word, Excel• Hold or be working towards a recognised accounting qualification (desirable)	
Background and experience necessary: <ul style="list-style-type: none">• An understanding of finance procedures.• Previous experience of working in Finance role.• Previous experience of working in a school or educational setting highly desirable.	

Personal Skills:

- Excellent communication and inter-personal skills.
- Easily builds rapport with people.
- The capacity to remain calm under pressure.
- Excellent teamworking skills.
- Excellent organisational and time management skills.
- Attention to detail.
- Flexible team member and willing to go 'the extra mile'.
- Proactive, self-motivated and use initiative.

Principal duties and responsibilities:

- Processing all invoices and purchase orders
- Assist staff in all aspects of purchasing
- Input of standing information to the finance system (suppliers, debtors) in accordance with financial procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders, are checked for accuracy and forwarded to suppliers
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Assist with month end procedures including bank and other reconciliations and posting of journals as required.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Process credit card purchases and payments and undertake statement reconciliations
- Assist the Finance Manager as necessary

Staff reporting to this position:

- None

Contact/relationship with others (external and internal):

- Head
- Bursar
- Finance Manger
- Parents, Guardians & Pupils
- Teaching and other Administration staff
- 3rd party contractors and suppliers

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SIGNED (Post Holder): DATE: