

JOB DESCRIPTION: Finance Assistant

Grade: ME6

Responsible to: Senior Finance Officer

Hours of work: This post is a fixed term contract until 31st May 2026 and is full-time (35 hours per week; term time plus 1 week) Attendance during school holidays to be arranged in conjunction with the Finance Manager and around school priorities

Job Purpose

- To provide an efficient and effective Financial Management service within school
- To ensure effective implementation of school policy and practice with regard to Finance Management
- To provide administrative support for Sports Fixtures
- To ensure accurate record keeping for FSM and PP students

Orders

- Overseeing and administrating the placement of orders, ensuring best value principles are applied at all times
- Researching options for suppliers to ensure best value
- Ensuring Financial Management procedures are followed and upheld at all times
- Dealing with any queries with regard to orders, liaising with the wider Support Services team as appropriate
- To liaise with the Headteacher's PA to ensure that regular signing times are booked
- Ensuring that all paperwork relating to orders is filed and archived in a timely manner

Income

- Updating our school's online payment system SCOPay to add products and trips for parents to pay as necessary
- Ensure families and staff have access to SCOPay as soon as possible upon joining the school
- Pursuing overdue payments when needed
- Administering and paying relevant charities collections
- Ensuring stock levels for items sold at school are appropriate at all times
- Ensuring cash is counted and banked as soon as possible after an event

Financial Management Procedures

- Assisting the overall financial planning processes as required
- Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures (including contacting the LA)

Sports Fixture Administrative Support

- Provide administrative support to the Senior Finance Officer and EVC in relation to all sports fixtures
- Carry out all administrative processes in relation to Sports Fixtures including, but not limited to, checking EVC forms, checking and sending letters and ensuring consent forms received
- Ensure school calendar is kept up to date with regards to Sports Fixtures
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Assist the Senior Finance Officer with Educational Visits Administrative Support as required

Free School Meals

- Liaise with families and the Local Authority to keep the FSM and PP registers up to date
- Submit applications to the Local Authority for FSM and update families on outcomes
- Update SIMS and any other necessary systems as required to ensure that students entitled to Free School Meals receive the support they are entitled to

Wider School Responsibilities

- Support the wider Support Services team, as required, including, but not limited to support with events such as Open Mornings
- Create data/information and produce reports/information/data as required
- Cover reception as required

Safeguarding / Child Protection

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with an appropriate lanyard
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Supporting the school in meeting its legal requirements for worship
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Be aware of and support difference and ensure equal opportunities for all

- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- 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 construed
- 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 or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing