

Job Title	Assistant Finance Officer
Grade	Scale 3 Pt 5-6
Reports to	Alpha Trust Chief Finance and Operations Officer
Liaison with	Alpha Trust Central Finance Link Officer
Job Purpose	To provide financial assistance and support to the school and assist with the day-to-day operation of this area.
Duties	• To effectively and properly administer the school accounts which includes placing orders, processing deliveries, recording and issuing receipts etc. • Liaise with suppliers, chasing outstanding goods, invoices etc • Liaise with suppliers to effectively resolve issues regarding faulty good/supplies etc • To assist staff and students with their enquiries and deal with routine telephone calls • To assist with booking in deliveries and delivery of associated orders daily. • Enter the Goods Received Notes on the school's financial system PSF • Address outstanding GRNs • Prepare supplier invoices with POIN and GRN numbers or obtain approval for non-orders (CCHSG). • To set up and monitor payment items on ParentPay. • Regularly advise CCHSG trip organiser regarding payments received/outstanding. • Liaise with parents to recover any overdue items as required. • Effectively deal with student and staff ParentPay queries. • Issue monthly capitation budget reports to relevant budget holders, replying to staff queries as appropriate. • Request meter readings for schoolhouse gas, electricity and water (via Every Issue) around the 20th of each month; upload readings online by the 26th of the month to ensure accurate billing. • Arrange for full shredding bags to be collected and request empty bags and ties (via Every Issue). • Raise order request for shredding collections as required and coordinate with supplier (Shred4Security) – checking current minimum. • Archive documents for CCHSG as required. • Annually review whole school archiving in the container, transferring items for disposal to shredding bags, salvaging files where possible; dispose of broken files/boxes in the skip. • To carry out supervision duties • To support Reception and Office administration tasks as and when required • To undertake tasks relating to the post as directed by the Executive Principal and/or Associate Principals • The duties above are neither exclusive nor exhaustive and the post holder may be required by their line manager to carry out appropriate duties within the context of the job, skills and grade.
General	• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • To follow all policies and procedures of Alpha Trust and CCHSG • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal and/or Associate Principals to carry out appropriate duties within the context of the job, skills and grade
Health and Safety	Under the Health and Safety at Work Act 1974 all employees are responsible for: • Looking after their own safety and the safety of others affected by their work • Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards. • Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. • Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager. • Using work equipment provided correctly, in accordance with instructions or training. • Ensuring that if they organise projects or activities involving students or other non-employees, risks are assessed as part of the planning stage and control measures implemented. • Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure. • Contributing to the safety education of students through the formal and informal curriculum. • Ensuring that any visitors in their care follow health and safety instructions. • Effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.

The duties of the post may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the postholder should perform and complete the particular duties set out above.

Reviewed October 2025

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in general administration and finance Educated to GCSE/NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures desirable
	Literacy	Grade C GCSE in English or equivalent
	Numeracy	Grade C GCSE in Maths or equivalent
	Technology	Ability to use word / excel and a wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy , as required
	SEND	Understanding and support the differences in children and adults in relation to the role
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and students where appropriate
	Team work	Ability to make a contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to work Ability to resolve problems
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection & Safeguarding	Understand and support safeguarding child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance