

**URSULINE HIGH SCHOOL**  
**ASSISTANT FINANCE OFFICER**  
**JOB DESCRIPTION**

**Post Title:** Assistant Finance Officer

**Grade:** ME5, points 5 – 6, currently £21,591 to £21,981 [paid pro rata]

**Responsible to:** Director of Finance

**Date:** March 2020

**General Purpose:** To support the Director of Finance with Financial processes.

The Assistant Finance Officer will be employed for (41 weeks) per year to enable essential work to be processed throughout the year.

**Specific Duties:**

1. **Public Funds** – Collection, banking and reconciliation of all monies. Using SIMS FMS package to record financial transactions, including authorisation of invoices and cheque printing. Maintaining a petty cash float of £300 and reimbursing petty cash claims.
2. Liaising with Faculty Heads throughout the year to ensure that they comply with their financial limits, including photocopying. Issuing Cost Centre based progress reports and advising Director of Finance in the event of any budgets being exceeded.
3. Keeping record of the School's letting arrangements including holding Lettings Contracts and Hirer's Public Liability Insurance documents. Monthly Invoicing of Hirers, recording and banking income.
7. **School Fund Account** - Operation and maintenance of School Fund and Saturday School accounts. Recording all transactions on Quickbooks; receipting income; recording all expenditure and monthly bank reconciliations. Maintaining a detailed breakdown of funds in Excel, and regular reporting to budget holders. Banking and distribution of Charity Funds collected by Staff and Students.

8. Setting up activities and saleable items on ParentPay. Provision of reports to Trip/Activity leaders to show progress; payment of invoices/tickets; reconciliation and closure of trips/activities.
9. Collection and banking of fees for the annual allocation of Staff parking bays. Keeping an up to date record of parking allocation.
10. Assisting visitors at the Main Reception and dealing with telephone enquiries. Assisting School Administrative Staff to aid the smooth running of the Finance Department.
11. Dealing with other tasks consistent with this level of responsibility as and when they may be required.
12. Proactively embracing the ethos of the School in a positive and helpful manner.
14. Ensuring a flexible approach to responsibility and time management to cover duties within the Finance Department as required by the Headteacher and Director of Finance.