**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | Finance Assistant |
| **Accountable to:** | Business Manager |
| **Line Managed by:** | Finance Manager |
| **Start Date:** |  |
| **Hours:** | 25 hrs/wk. 38 weeks (term time only)  09:15-14.45  Including a 30 min unpaid lunch break |
| **Salary:** | LGPS Grade 6 |

**JOB PURPOSE**

* To assist the Finance Manager in the management of the Academy’s finances

**OBJECTIVES**

To be accountable for:

* Administration of financial accounting and management systems
* Support the Finance Manager in preparing budgets and financial projections
* Support the Finance Manager, Business Manager and Business team as necessary

**MAIN DUTIES**

**Financial Accounting and Management Systems:**

* Ensure that the Academy’s approved Financial Procedures are followed
* Administrate Supplier Purchase Orders – including checking spend against budget; placing approved orders; monitoring deliveries; chasing shortages; returning defective goods; and obtaining credit notes.
* Administrate School Trips – including booking coaches; logging receipts from students; issuing receipts to students; and preparing lists of attendees for Teachers.
* Administrate Lockers – including logging receipts from students; issuing padlocks; assisting with allocation of lockers; and maintaining a list of lockers allocated
* Administrate Free School Meals – including obtaining and checking parental information to confirm eligibility to FSM; sending out letters to parents; updating FSM list for canteen; reviewing eligibility three times a year and in advance of the School Census
* Administrate Imprest and Purchase cards – including issuing petty cash; processing claims; obtaining VAT receipts; and reconciling petty cash and purchase cards monthly
* Administrate Sales ledger – including raising invoices as requested, reconciling debtors’ ledger and chasing unpaid debts.
* Administrate income – including logging receipts and preparing for banking.
* Raise sales invoices, deal with receipts and debt collection

**Budget Preparation and Financial Projections:**

* Support the Finance Manager in the preparation of support for the annual budget process
* Support the Finance Manager in the monthly preparation of Cost Centre statements for budget holders

**Other financial assistance:**

* Place internet orders and make debit card purchases where appropriate
* Prepare and post all petty cash reimbursements
* Process inter-departmental transfers for services, e.g. photocopying
* Other administrative duties as may be requested by the Finance Manager or Business Manager.
* Other administrative duties relating to the Business Team - for example, minutes of Whole School meetings - as requested by the Business Manager

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: March 2019

Signed :……………………………………….. Date ;……………………………

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation