

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Finance Assistant / Educational Visits Coordinator

Reports to: School Business Manager

Department: Children and Young People's Trust

Section: Patcham High School

Purpose of the Job

1. Support with the organisation of school trips and event, including seeking and passing on advice on health & safety matters and legal requirements.
2. Under the instruction of senior staff, provide financial and administration support to the School Business Manager, Finance officer and to other stake holders.

Principal Accountabilities

Under the guidance of the School Business Manager and Finance Officer:

1. Support with the organisation of school trips, including calculation of costings, booking of venues, coaches and other resources that are required, processing all offers to parents, ensuring that all paperwork is in place.
2. Ensure all payments are received from parents and all bookings are paid for well in advance of the trip/event.
3. Ensuring that advice has been sourced when required, so that all health and safety and legal requirements are covered for trips/events.
4. To process, invoices and credit notes, ensuring that they accurately reflect works completed, or goods and services received.
5. To process purchase orders and debit correct budgets for all equipment, stationary and resources, and to arrange for repairs to be completed (when requested).
6. To liaise with suppliers and carriers for returning items, wrong goods delivered, missing items, goods lost in transit.
7. To ensure that all goods received, are delivered to the correct departments by the site staff.
8. To maintain accurate and appropriate filing systems, both manual and computerised, in accordance with financial regulations.
9. Keep account of all monies handled, via the correct accounting system. Bank and

balance all income, ensuring the security of all cash.

10. To assist the School Business Manager and Finance Officer with chasing of debts and credit control.
11. To open, sort and distribute the finance team's mail, and to pass relevant invoices to budget holders for authorisation, providing advice when requested.
12. To support the School Business Manager and Finance Officer during the completion and closure of the financial year.
13. Comply with the Council's Financial Regulations and Contract Standing Orders
14. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
15. To uphold the Council's and other departments' Health and Safety requirements, particularly with regards to agreed codes of practice and safe methods of working.

Responsibilities

1. Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and equal opportunities for all
3. Contribute to the overall ethos / work / aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person
8. Undertake all safeguarding training required by the school

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Section: Patcham High School

CRITERIA

ESSENTIAL CRITERIA

**Job Related
Education and
Qualifications
and Knowledge**

- NVQ Level 2 or equivalent qualification or experience in relevant discipline
- Good knowledge and understanding of relevant ICT packages
- Knowledge of relevant policies / codes of practice and awareness of relevant legislation
- Appropriate knowledge of first aid

Experience

- Demonstrable experience of clerical / administrative work, likely to have been gained over a period of one year

Skills & Abilities

- Good numerical skills to undertake a variety of tasks, e.g. collecting monies, maintaining accounts for schools activities, undertaking banking, checking travel / expense claims
- Good literacy skills to undertake a variety of tasks, e.g. maintaining records, minute taking, maintaining diary(ies) producing a range of correspondence
- Good keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information
- Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc
- Some analytical skills required, e.g. to resolve discrepancies between financial records
- Able to demonstrate sensitivity and tact
- Able to maintain confidentiality
- Able to work accurately and with attention to detail
- Alertness and concentration, e.g. when counting dinner money, producing financial information, minute taking and drafting correspondence
- Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day

- Able to deal with more complex queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- Able to identify own training and development needs and co-operate with means to address them

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.