



# The London Oratory School

## Job Description

<b>Job Title:</b>	Junior Finance Assistant
<b>Department:</b>	Finance
<b>Term:</b>	Temporary, related to maternity cover*
<b>Salary:</b>	Full-time equivalent of £23,000 - £28,000 per annum
<b>Post hours:</b>	8.30am to 5.00pm, Monday to Friday
<b>Reporting to:</b>	Director of Finance and Premises

### Role Purpose:

The Junior Finance Assistant is a core member of the School's finance team, based in the finance office. Key responsibilities will include ensuring the smooth day to day financial operation of the School, including managing orders placed for the School, ensuring they are managed effectively in terms of timing and logistics on the School's end.

The post holder will work in close collaboration with and provide direct support to the Senior Finance Assistant on a regular basis, while also reporting directly to and working with the Director of Finance and Premises as required.

### Duties and Responsibilities:

- To maintain accurate accounts and systems of financial control as regards delegated financial duties. A strong degree of attention to detail is essential.
- Operate purchasing and payment procedures, liaise with suppliers and contractors to ensure best value. Place orders for staff, maintain system of requisitions and orders for all school purchases.
- Support the Senior Finance Assistant with electronic financial records (the system used is Access Education, formerly known as HCSS), including bank reconciliations.
- Assist with the correct and effective management of the School's payments platform, ParentPay.

- Assist with the management of the School's parental direct debit schemes, including reviewing collection of income for catering and music fees.
- To help manage the sorting, counting and banking of monies collected on site.
- To help manage correspondence with parents via School email inboxes and other means, regarding financial matters at School.
- Provide the Senior Finance Assistant with reconciliations for receipts from the ParentPay platform as required.
- Ensure that any overdue balances for pupil debt are regularly monitored and pursued, alerting both the Senior Finance Assistant and Director of Finance and Premises to any issues with collecting outstanding payments.
- Contribute towards any task required for the effective operation of the School's finance department, as directed by the Senior Finance Assistant and Director of Finance and Premises.

#### **Other Specific Duties:**

To undertake any reasonable request from the Director of Finance and Premises or Headmaster as may be required.

A commitment to the safeguarding and welfare of all pupils.

To be aware of and comply with the School's policies and procedures.

Whilst every effort has been made to explain the main responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within the job description. Such variations themselves cannot justify a reconsideration of the grading of the post.

Where such duties amount to more than a temporary adjustment to the main responsibilities of the job description, it will be reviewed accordingly.