FINANCE ASSISTANT: JOB DESCRIPTION

Salary

NJC SC4 – point range 18-21 (depending on experience)

Line of responsibility
The Finance Assistant will be directly responsible to the Finance Manager.

Job Purpose
The Finance Assistant is responsible for:

- Assisting the Business Manager and the Finance Manager with all aspects of the development and effective operation of the finance function within the School.

- Assisting the Business Manager and the Finance Manager with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions.

- Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services.

- Undertaking general office, reception and administrative duties, as required.

Duties and Responsibilities
Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of Conditions of Employment [the Contract of Employment].

- S/he is required to support and encourage the School’s ethos and its objectives, policies and procedures as agreed by the Governing Body.

- S/he will uphold the School’s Policy in respect of Child Protection and Safeguarding matters.

- S/he will be subject to all relevant statutory and institutional requirements.

- S/he may be required to perform any other reasonable tasks, after consultation.

- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

- This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
• All members of staff are required to participate in the School’s Appraisal Scheme.

**Job Specification**

Operational
S/he will:

• Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.

• Provide efficient finance and administration assistance to her/his Line Manager.

• Assist in maintaining and updating information held on School Databases, in particular those relating to finance including recording expenditure and income, payroll information, accessing and producing reports for budget holders.

• Assist in transferring data safely when database systems are introduced and/or changed.

• Assist in the setting up and maintaining of archive files and historical data.

• Assist in the preparation of statistics and management information with regard to finance as required by her/his Line Manager, the Headteacher, Governors, Auditors, Local Authority and the DfE, including end of year accounts and the Schools Financial Value Standard.

• Assist in the collection, entry and extraction of data required to complete statutory returns.

• Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.

• Process payments following required authorisation and ensure cheques are signed by relevant signatories.

• Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.

• Ensure the safe receipt, handling and banking of monies and cheques received.

• Receive, record and bank school trip monies received from students or parents/carers.

• Assist her/his Line Manager with all aspects of payroll administration within the relevant deadlines, including preparation of timesheets, submission of variations and new details, entry of sickness data, handling pension and tax queries.

• Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.

• Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by her/his Line Manager.
• Assist her/his Line Manager in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.

• Contribute to the evaluation and development of financial systems and procedures.

• Report technical faults relating to the school database system/s and equipment to the ICT Technicians in accordance with school reporting procedures.

Administrative
S/he will:

• Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.

• Process, input and extract data held on the school’s database systems.

• Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, chequebooks.

• Take minutes/notes in meetings as required, and circulate associated information.

• Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.

• Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.

General
S/he will:

• Attend school events as required.

• Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.

• Attend relevant meetings and training sessions.

• Keep abreast of developments and changes in fields relevant to role and communicate to staff as required.

Key Organisational Objectives
The postholder will contribute to the School’s objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives, as directed.
- Ensuring compliance with Data Protection legislation.
- Operating within the School’s Equalities Framework at all times.
- Commitment and contribution to improving standards for students, as appropriate.
- Acknowledging customer care and quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service supplemented by any local conditions as may be agreed by Governors.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1971 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their Application Form and are expected to disclose such information at the Appointment Interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police Checks. Prior to taking up the post, the successful candidate will be required to give written permission to the School to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

**Date of Issue:**

**Signature of Postholder:**

**Signature of Headteacher:**
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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
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<td><strong>Qualifications and Experience:</strong></td>
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<td><strong>Evidence</strong></td>
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<tr>
<td>• Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and mathematics.</td>
<td>• Finance/Accounting related qualifications.</td>
<td>Application Form</td>
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<td>• Experience of working in a busy office environment.</td>
<td>• Experience of working in a school or similar establishment.</td>
<td>Letter of Application</td>
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<td>• Previous finance/accounting and administration experience [at least one year].</td>
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<td>References</td>
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<tr>
<th>Knowledge and Skills:</th>
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<th>Evidence</th>
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<tr>
<td>• Ability to build and form good relationships with colleagues and students.</td>
<td>• Working knowledge of SIMS [or insert package used by school] financial and personnel software packages.</td>
<td>Application Form</td>
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<td>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</td>
<td>• Working knowledge of payroll/pension provision.</td>
<td>Letter of Application</td>
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<td>• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers/contractors.</td>
<td>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation - such as the Schools’ Financial Value Standard.</td>
<td>References</td>
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<td>• Good standard of numeracy and literacy skills.</td>
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<td>Interviews</td>
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Certificate/s [to be available at interview]
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<td>• Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems.</td>
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<td>• Ability to absorb and understand a wide range of information.</td>
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<td>• Ability to maintain accurate records and filing systems.</td>
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<td>• Ability to deal with confidential data/issues appropriately.</td>
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<p>| Personal Qualities:                                                        |           | Application Form          |
|                                                                         |           | Letter of Application     |
| • Initiative and ability to prioritise one’s own work.                    |           | References                |
| • Able to follow direction and work in collaboration with line manager.   |           | Interviews                |
| • Able to work flexibly to meet deadlines and respond to unplanned situations. |           |                           |
| • Able to attend evening meetings if required.                            |           |                           |
| • Efficient and meticulous in organisation.                               |           |                           |
| • Desire to enhance and develop skills and knowledge through CPD.         |           |                           |</p>
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<td>• Commitment to the highest standards of child protection and safeguarding.</td>
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<td>• Recognition of the importance of personal responsibility for health and safety.</td>
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<td>• Commitment to the school’s ethos, aims and its whole community.</td>
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