

HESTON COMMUNITY SCHOOL

JOB DESCRIPTION: FINANCE ASSISTANT

Salary

Scale 5 Pt 22-25 Full Time

Line of Responsibility

The Finance Assistant is directly responsible to the Finance Manager and the Academy Business Manager.

Job Content

Strategic Purpose

S/he will:

- 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, the reconciliation of bank accounts and transactions and ensuring money received in the Finance Office is receipted and processed safely
- Completing administrative routines relating to orders, invoices, cheques, income, and the receipt and distribution of goods and services.
- Assisting with payroll duties and reports, as and when necessary under the instruction from the Finance Manager
- Undertaking general office and administrative duties, as required.
- Ensuring all financial matters, procedure and requirements are in line with the Academies Financial Handbook.
- To query any transaction, payment or item as they see appropriate.

Operational Responsibilities

S/he will:

- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- Process Purchase Ledger Invoices and ensure they are coded to correct budget code and signed by Budget Holder in line with Authority Matrix.
- Ownership of Bi Weekly Payment Run. Process payments following required authorisation and ensure Invoices are signed by relevant signatories. Prepare BACS file for Upload.
- Perform daily bank reconciliations using the online banking facility and report any anomalies or abnormalities
- 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/s.
- Assist in maintaining and updating information held on School Databases, in particular those relating to finance including recording expenditure (including payroll journals) and income.
- Directing Budget holders to the school's finance system to access budget holder statements, as well as accessing and producing basic reports for budget holders/leadership team as and directed by the Finance Manager.
- 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.
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
- Maintain the sales ledger, ensuring all invoices are processed in a timely manner and income allocated appropriately.
- Follow up any unpaid invoices in conjunction with Premises and Sports Hall Staff.
- 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.
- Facilitate online payments on the school's cashless payments system and share information with relevant department leads.
- 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 in the annual supplier verification process as directed by Line Manager/s
- Assist the Premises and Facilities Manager in the organising of 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.
- Assist with the administration of ring fenced funds (e.g. 16-19 Bursary; PPG), within deadlines and attend to queries as required by his/her Line Manager.
- 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 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 telephone 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.

PERSON SPECIFICATION

FINANCE ASSISTANT

Qualifications and Experience

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Studied to a minimum standard of GCSE [Grade A*-C] or equivalent, in English and mathematics.• Experience of working in a busy office environment.• Previous finance/accounting and administration experience [at least one year].• Eligibility to work in the UK	<ul style="list-style-type: none">• Finance/Accounting related qualifications.• Experience of working in a school or similar establishment.

Knowledge and Skills

<ul style="list-style-type: none">• Ability to build and form good relationships with colleagues and students.• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers/contractors.• Good standard of numeracy and literacy skills.• Ability to proficiently use office computer and finance software including Microsoft Office, spreadsheets, database and internet systems.• Ability to absorb and understand a wide range of information.• Ability to maintain accurate records and filing systems.• Ability to deal with confidential data/issues appropriately.	<ul style="list-style-type: none">• Working knowledge of SIMS and Corero financial and personnel software packages.• Working knowledge of payroll/pension provision.• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation - such as the Schools' Financial Value Standard.
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Personal Qualities

<ul style="list-style-type: none">• Initiative and ability to prioritise one's own work.• Able to follow direction and work in collaboration with line manager.• 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.• Commitment to the highest standards of child protection and safeguarding.• Recognition of the importance of personal responsibility for health and safety.• Commitment to the school's ethos, aims and its whole community	
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