

Montgomery Junior School

Job Description

Job Title	Finance Assistant
Grade	2020 Scale 3 (2019 Band 2)
Reports to	School Business Manager
Liaison with	Teaching staff, support staff, pupils & parents
Job Purpose	<ul style="list-style-type: none"> To provide an effective and efficient clerical and finance support to the school. To ensure that all procedures relating to routine transactions are carried out in accordance with the school's financial regulations, good practice and statutory legislation.

Duties	<p>Finance</p> <ul style="list-style-type: none"> To process the collection of dinner monies and completing of all financial records relating to school meals including SIMS Pay and SIMS School Dinner Monies. To process school meals debtors invoices for late payment. To assist with financial administration such as placing orders and processing payments. To collect, record and prepare income for banking (role shared with other Administrator) and reconciliation. To ensure that all payments to creditors are processed within the relevant payment period and are properly authorised in accordance with the school's Financial Regulations. Be responsible for checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices. Maintain manual and computerised financial records and ensure income and expenditure is recorded on FMS. To administer all processes in respect of music fees including the collection of income, issuing invoices and accurate recording on Excel. To record income and expenditure accurately on School Fund Manager and reconcile the account monthly and at year end. Support the School Business Manager in maintaining an up to date filing system, archiving financial records, and timely filing of financial documentation. Assist the School Business Manager where required with any queries relating to errors/discrepancies and other financial matters. To order bank and cash collection stationery and ensure the safe keeping of manual cheques. Assist in maintaining the School Inventory. Help to ensure the school is following 'Best Value' procedures.
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	<p>Reception</p> <ul style="list-style-type: none">• To support the Admin Team and respond to telephone and face to face enquiries and take messages where appropriate.• To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors.• To accept and sign for deliveries.. <p>Welfare</p> <ul style="list-style-type: none">• To take responsible steps to support children as required and when the school Administrator is absent. <p>Clerical/Administrative</p> <ul style="list-style-type: none">• To be responsible for the purchase of stamps.• To provide general clerical support and typing / word processing as required.• To assist with the monitoring and maintenance of stock and the order supplies as necessary.
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

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PERSON SPECIFICATION – FINANCE ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience in general administration and finance Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures
	Literacy	NVQ Level 2 in English or equivalent
	Numeracy	NVQ Level 2 in Maths or equivalent
	Technology	Ability to use word processor and wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns and financial information appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy, as required
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing
	Curriculum	Understanding of the learning experience provided by the school.
	SEN	Understand and support the differences in children and adults and respond appropriately
	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a contribution to the work of a team
Working with others	Information	Contribute to the development and implementation of effective systems to share and safeguard information
	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
Responsibilities	Creativity	Demonstrate a highly creative approach to work
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
General	Confidentiality/Data Protection	Understand and comply procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance