



St John's Green Primary School.
Learn to Live, Live to Learn
Job Description for Finance Assistant

Title of Post: Finance Assistant

Banding: Essex Pay Band 2020/2021 Pay Scale 3 point 4

Responsible to: Headteacher, Deputy, School Business Manager

Purpose of the Job: Undertake financial, personnel, pupil related and other administrative work to ensure an efficient and effective administrative service for the school

Duties and Responsibilities:

- Be responsible for financial administration such as placing orders, raising invoices, preparing cheques for signature, checking supplier statements, processing staff expenses etc
- Undertake monthly reconciliation of finances
- Complete and submit financial returns
- Helping to ensure the school is following "Best Value" procedures
- Be responsible for filing
- To observe Financial Regulations and operating procedures
- Take minutes

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.

Signed: _____ (Please also print name)

Date: _____