

Finance Assistant Job Description

Job Title	Finance Assistant
Scale	Scale 4 Point 6-7
Reports to	Chief Financial Officer
Job Purpose	To support members of the Finance Team with all aspects of the finance office administration ensuring that all procedures relating to routine transactions are carried out in accordance with the Academy Financial Handbook, the school's financial regulations, good practice and relevant statutory legislation.
Key Responsibilities	<ul style="list-style-type: none"> • Banking of all monies received into the school on a regular basis. • Raising all Sales Invoices for such events as Music Lessons. • To receipt monies onto the Paper-cut account. • Completing recharges for such items as Printing & Photocopying, Minibus and Hospitality and entering onto the school's accounting system, PS Financials. • Assisting with the completion of School Lettings account in conjunction with the Operations Manager, including the bookings and collection of monies. • To manage the school's minibus bookings and calendar liaising with the PE department as necessary. • Checking Goods Received Notes where available and checking with staff and or suppliers for missing or incorrect items and liaising with the Site staff for distribution of the goods. • Assisting with budget holders and/or staff with arranging training courses with relevant providers. • Raising relevant POs for Budget Holders. • To be responsible for the administration of the school catering accounts system including providing students and staff with new or temporary cards and assisting parents, staff and the Catering department with any queries when required. • To reconcile the Catering Income daily and weekly accounts obtaining sign-off as required. • Annual administration of the year 7 and year 12 dinner and staff cards. • Dealing with all Parent-Pay communication and induct the new Year 7 parents on how to use Parent-Pay.

	<ul style="list-style-type: none"> • Responsible for administration and reconciliation of the Petty Cash account. • To assist with stock-takes, fixed asset and inventory checks when required. • To monitor and distribute all messages received into the finance email box. • Filing all relevant documentation.
General	<ul style="list-style-type: none"> • To participate in the annual Performance Management Reviews, 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

FINANCE ASSISTANT – PERSON SPECIFICATION

General heading	Detail	Essential requirements
Qualifications & Experience	Specific qualifications & experience	Experience in general administration and finance
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to undertake basic mathematical calculations
	Technology	Good working knowledge of MS products, IT equipment and ICT packages relevant to specialist areas. Experience of working with an accounting software would be an advantage.
Communication	Written	Ability to complete returns and financial information appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively maintaining confidentiality where appropriate.
	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
	SEN	To understand the school's SEN policy
	Curriculum	To understand the school's Curriculum policy
	Child Development	To understand the importance of child development
	Health & Well being	To understand the importance of physical and emotional wellbeing
Working with others	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
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	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
	Creativity	Ability to follow instructions.
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection

		procedures
	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