

Job Description

Job Title	Finance Assistant
Grade	2020 Scale 3 (2019 Band 2)
Reports to	Finance Manager
Liaison with	N/A
Job Purpose	To provide financial assistance and support to the school and assist with the day-to-day running of the department.
Duties	<ul style="list-style-type: none"> • To assist with school lettings, with the use of Schoolhire. • To arrange for approved purchase orders to be raised and record all invoice details • To maintain a contracts listing and ensure all copies are kept in the finance office • To arrange for invoices to be raised in relation to tuition (music etc). Liaison with Headteachers and parents • To process travel and subsistence claims. Check details for accuracy. Obtain authorisation • To reconcile all income with that received. Record payments for book purchases, ticket sales, insurance, photocopying etc • To assist staff and pupils with their enquiries and deal with routine telephone calls • To distribute departmental cost centre reports and to liaise with and assist departments with regard to monitoring of expenditure • To be responsible for booking in deliveries and delivery of associated orders daily • To be responsible for the timely banking of all cash and checking all cash receipts agree with cash banking • To be responsible for the Catering Account – check statements from Catering provider. Process payments. • Chase old catering balances • Open Finance post and distribute

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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FINANCE OFFICER 'C'
PERSON SPECIFICATION

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
	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
	SEN	School to enter
	Curriculum	School to enter
	Child Development	School to enter
	Health & Well being	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 with 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	Excellent organisational skills Ability to remain calm under pressure
	Line Management	N/A

	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a creative approach to work Ability to resolve problems

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 with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance