

JOB DESCRIPTION

THE FITZWIMARC SCHOOL



Title of Post:	Finance Assistant
Band:	Scale 3 pts 4 - 5
Responsible to:	Deputy Business Manager/Business Manager
Post Holder:	
Purpose of the job:	Ensuring the school's financial regulations are observed to operate the day-to-day financial arrangements and control. Working in liaison with finance team members to provide an efficient, effective and secure financial system.

Duties and Responsibilities:

- process approved purchase orders,
- process invoices for authorisation and payment,
- check supplier statements,
- process petty cash claims ensuring reimbursements are accurate and comply with financial regulations.
- prepare income for banking, issue receipts
- process Direct Debits and Standing Orders on the school's accounting system, in a timely manner.
- Reconcile accounts from catering provider, monitoring free school meal claims
- monitor and prepare internet orders for approval and payment.
- administer ParentPay e.g. create accounts; prepare data to reconcile ParentPay invoice.
- raise invoices and monitor timely collection of all debts (credit control).
- liaise with auditors, as required.
- ensure enquiries from staff, students and external are dealt with effectively and efficiently.
- be responsible for the security of the finance office including the safe and storage areas.
- be fully aware of all procedures within the finance office to assist colleagues and enable cover of any staff absence.
- contribute to the maintenance of the Finance Procedures manual.
- research 'best value' and acquire competitive quotations.
- Undertake invigilation of exams as required

General:

- 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

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder) Date

And(Headteacher) Date