

Job Description

Job Title	Finance Assistant
Grade	Band 3
Reports to	School Business Manager
Liaison with	School Business Manager/ Suppliers/ Headteacher
Job Purpose	<p>To administer all processes (ordering, invoicing, paying/receiving, recording) in relation to routine financial transactions within the school.</p> <p>To accurately maintain the school's financial accounting system in respect of routine transactions.</p> <p>To ensure that all procedures relating to routine transactions are carried out in accordance with financial regulation, good practice and relevant statutory legislation</p>
Duties	<ul style="list-style-type: none"> • To process all orders and commitments, ensuring correct coding. • To process and record all creditor invoices • To ensure that all payments to creditors are properly authorised • To prepare and record creditor payments by BACs • To deal with all creditor queries and statements, by telephone or written correspondence • To allocate/record departmental budgets to Corero department and nominal codes • To collect all cash and cheque income from departments, other budget holders and students • To prepare all income for banking and reconcile to primary records • To record all income on the school's financial accounting system. • To record all income on the financial accounting system • To monitor and review financial arrangements for all school trips and activities • To process debtor invoices, where required • To ensure that the school reclaims VAT on all eligible expenditure and records VAT on all relevant income • To order all bank stationery, and ensure the safe keeping of cheque books, computer cheques etc • Ensuring that accurate records are maintained and that all invoices are reconciled to work completed prior to payment

	<ul style="list-style-type: none"> • To record “additional hours worked ” to be keyed after authorisation by the headteacher from casual employees & staff • To assist the School Business Manager where required with other financial matters
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

FINANCE ASSISTANT PERSON SPECIFICATION

General heading	Detail	Required	Desired
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and accounting	
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures	
	Literacy	NVQ Level 3 in English or equivalent	
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations	
	Technology	Competency in the use of word processing and wide range of financial and administrative IT packages	
Communication	Written	Ability to complete returns, write letters and detailed reports	
	Verbal	Ability to exchange complex 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
	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	

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		trusting relationships staff and pupils where appropriate	
	Team work	Ability to make a distinctive 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		Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively	
	Creativity		Ability to resolve complex problems independently
General	Equalities		Demonstrate a commitment to equality
	Health & Safety		Good 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 and continually improve