



## JOB DESCRIPTION – FINANCE ASSISTANT

<b>Job Title</b>	Finance Administrator
<b>Grade</b>	Scale 6 point 12 (calculated at a pro-rata rate of 5 hours per week, term time only)
<b>Reports to</b>	Office Manager / Headteacher
<b>Liaison with</b>	Teaching staff, support staff, pupils & parents
<b>Job Purpose</b>	To provide an effective and efficient clerical and finance support to the school.
<b>Duties</b>	<p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• To assist with the collection of income through our ScoPay system.</li> <li>• To assist with financial administration such as placing orders, preparing cheques, collecting, recording and issuing receipts for other monies as required, including school uniform, trips and photographs.</li> <li>• Be responsible for checking full receipt of orders, annotating the records appropriately. Checking statements, as and when received, to ensure timely payment of invoices.</li> <li>• To prepare monies and make appropriate arrangements for banking, role shared with other Finance Assistant.</li> <li>• Be responsible for the administration of lettings, liaising with the Caretaker and hirer as necessary, including the issuing of invoices and collection of monies due to the school.</li> <li>• Maintain manual and computerised financial records.</li> <li>• To carry out all financial administration in accordance with appropriate LEA and school financial regulations and policies.</li> <li>• Maintain an up to date filing system for archive financial records.</li> <li>• Be responsible for maintaining the School Inventory</li> <li>• Help to ensure the school is following 'Best Value' procedures.</li> <li>• Organise the disposal of IT equipment as and when necessary.</li> </ul> <p><u>Reception</u></p> <ul style="list-style-type: none"> <li>• To support the Office Manager and Admin Assistant as a point of contact for both telephone and face to face enquiries and take messages where appropriate.</li> <li>• To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book.</li> <li>• To accept and sign for deliveries as appropriate.</li> </ul>



<b>General</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• 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</li><li>• 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</li></ul>
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## PERSON SPECIFICATION – FINANCE ASSISTANT

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	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
<b>Communication</b>	Written	Ability to complete returns and financial information appropriate to the role
	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
<b>Working with others</b>	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
<b>Responsibilities</b>	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	Demonstrate a highly creative approach to work
<b>General</b>	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