



## Harlow Cluster Job Description

**Role:** Finance Assistant  
37 hours a week, term time only plus two weeks during the holidays  
**Reports to:** Finance Manager  
**Responsible for:** This post has no direct responsibility for staff.  
**Grade:**

### PURPOSE

- To provide finance and administrative support to the Finance Manager, Head of Schools, Operations Manager and Executive Headteacher
- To support the day to day administration of the school

### AREAS OF RESPONSIBILITY

- Input of standing information to Finance system (suppliers, debtors) in accordance with procedures
- Ensure daily routines and systems are completed whilst liaising the School Finance Manager and Head of School
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders, as required
- Ensure accurate coding after checking available budget
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales
- Manage weekly BACs run in accordance with the mandate
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- Administer school lettings
- Raising of Sales Invoices from appropriate documentation
- Printing of Sales Invoices, checking for accuracy, and distributing to debtors
- Implementation of debt collection procedures, including referral to a debt collection agency if appropriate
- Processing of all Academy income (cheques, Parentmail and cash), and banking of same on a weekly basis
- Maintaining a detailed record of non-invoiced income relating to School Trips etc.
- Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments
- Processing and reconciliation of staff expenses
- Recording of school credit card transactions, assistance to staff using the credit card, reconciliation of statement
- Calculation of internal recharging to departments (e.g. reprographics and hospitality) and processing of subsequent journals
- Assist with month end procedures including bank and other reconciliations and posting of journals as required



- To provide financial information reports from the finance system for budget holders and give advice as requested
  - Organise and maintain Contracts and Service Level Agreements (SLA) file updating information
  - Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff
  - Developing an understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner
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- To support budget holders in raising purchase orders accurately and ensure value for money in proposed spending
  - To support the Administrative Assistants in managing queries and answering telephones during busy periods of the day, covering when required
  - Ensuring all equipment, stock, books and general supplies are obtained from the most cost-effective source in line with academy requirements.
  - Ensure stock is ordered/checked in a timely fashion
  - Maintain an asset register for the academies
  - Ensure that administrative procedures/queries/enquiries are completed to the set deadlines, liaising with Finance Manager on more complex issues.
  - Assist with monitoring and evaluating the budget.
  - Manage expenditure within an agreed budget areas- alerting Head of School and Finance Manager to any potential overspends.

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as may be reasonably requested.

*The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Head of Academy.*

Signed: \_\_\_\_\_ (Manager)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Post Holder)                      Date: \_\_\_\_\_



## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Hold or be studying for a finance/business related qualification		X
G.C.S.E. Maths and English A* - C or equivalent	X	
<b>Knowledge and Understanding</b>		
Knowledge of basic financial procedures, policies and accounting code structures	X	
Ability to identify errors and make corrections to financial records	X	
Intermediate to advanced knowledge of Microsoft Office	X	
Familiarity of making payments using BACs		X
Making payroll deductions and payments in a timely manner		X
<b>Experience</b>		
Experience of working in finance (public or private sector)	X	
Experience of performing control account reconciliations, including bank reconciliations	X	
Experience of utilising a computerised financial system	X	
Experience of tracing transactions from a management information system to an accounting system		X
<b>Skills and attributes</b>		
Working knowledge of computerised finance systems and financial controls	X	
Ability to communicate effectively both orally and in writing, across a wide range of audiences	X	
Ability to complete work to a required standard of accuracy and presentation	X	
The ability to work with initiative and to tight deadlines	X	
Show resilience under pressure	X	
Have good organisational skills	X	
Seek opportunities for further professional development	X	
Demonstrates a logical and methodical approach with attention to detail and accuracy	X	
Desire to see the Academy grow into an outstanding provision	X	
<b>Personal Qualities</b>		
Confidentiality	X	
Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations	X	
The capacity to remain calm and to cope with the unexpected	X	
Committed and enthusiastic	X	
Confident, positive and flexible attitude	X	
Sense of humour	X	
Attention to detail	X	
Committed to safeguarding and promoting the welfare of children and young people	X	
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	X	