

## Job Description

<b>Job Title</b>	<b>Finance Assistant</b>
<b>Grade</b>	<b>Band 2</b>
<b>Reports to</b>	<b>Finance Manager/Business Manager/CFO CLP Trust</b>
<b>Liaison with</b>	N/A
<b>Job Purpose</b>	To provide financial assistance and support to the school and assist with the day-to-day running of the department
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To be responsible for maintaining the Single Central Record</li> <li>• To assist with the raising of approved purchase orders and record all invoice details</li> <li>• To arrange for invoices to be raised in relation to any income due to the school. Liaison with Finance Manager</li> <li>• To assist with the processing of all income received. Record payments for book purchases, ticket sales, insurance, photocopying etc</li> <li>• To assist staff and pupils with their enquiries and deal with routine telephone calls</li> <li>• To be responsible for booking in deliveries and delivery of associated orders daily</li> <li>• To assist with the timely banking of all cash and checking all cash receipts agree with cash banking</li> <li>• To assist with the monitoring of ParentPay balances. Ensuring all monies owed are chased regularly providing the Finance Manager with half termly statements of debts owed.</li> <li>• To process the BACS payments for Roding Valley High School weekly, ensuring all payments correctly approved and signatures agreed.</li> <li>• Process all internet orders ensuring goods are received, asset tagged where appropriate and delivered to the correct department</li> <li>• Process the monthly internal charges journals</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>

**FINANCE OFFICER 'C'  
PERSON SPECIFICATION**

<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
	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 children</b>	Behaviour Management	Understand and implement the school's behaviour management policy , as required
	SEN	N/A
	Curriculum	N/A
	Child Development	N/A
	Health & Well being	Understand the importance of physical and emotional wellbeing
<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 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
<b>Responsibilities</b>	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
<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 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