



# Finance Assistant

	<b>Print Name</b>	<b>Signature</b>
<b>Date Effective</b>		
<b>Head Teacher</b>	<b>Rachael Freer</b>	
<b>Line Manager</b>	<b>Sue Whitcomb</b>	
<b>Employee</b>		

<b>JOB TITLE:</b>	<b>Finance Assistant</b>
<b>GRADE:</b>	<b>NJC Level 2c (Point 14-17)</b>
<b>REPORTS TO:</b>	<b>Business Manager</b>

**JOB PURPOSE:**

- To administer and prepare all school accounts and to assist in the preparation of budgets.
- To provide support to the Office Manager in all financial and administrative functions.

**Finance Assistant**

- To assist with the school budget on the school's Local Management System.
- To monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers.
- To bank all school income including School Fund/Tuck. To ensure all income is accurately accounted for, and receipts given for cash.
- To process orders and receive and distribute supplies.
- To maintain records for audit and prepare for audit visits.
- To monitor and invoice all lettings of premises.
- To support the Business Manager in the preparation of budgets.
- To assist the Business Manager with the preparation of reports for the Governing body and Insurance Claims.
- Assist the Office Team to undertake reception duties dealing with general enquiries from visitors/parents etc. and providing hospitality to school visitors.
- To undertake any other duties of a similar level and responsibility as may be required.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## **Safeguarding Children**

### **CONTEXT:**

All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
1. Qualifications	GCSE grades A*-C in English & Maths or equivalent qualifications.	
2. Relevant Experience	At least 2 years' experience of working in an office environment.	Experience of working in a school office.
	Experience of a wide range of administrative functions including finance.	Experience of supervising staff.
	Experience and proven level or competence in Word and Excel.	
3. Skills and Abilities	Good communication skills (written and verbal) including communicating sensitive information to families and colleagues; and working in settings in which the atmosphere may be highly emotive.	
	Ability to remain calm in difficult situations and work well under pressure.	
	Ability to work collaboratively with colleagues.	
	Good organisation and time management skills.	
	Commitment to self-development and willingness to undertake further training.	
	Ability to work autonomously within agreed boundaries.	
	Commitment to equality principles.	
Other Requirements	Willingness to acquire First Aid Qualification.	Current First Aid Qualification Driving license.