**CHESHIRE WEST & CHESTER COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Finance & Clerical Assistant |
| **EVALUATION REFERENCE:** |  |
| **GRADE:** |  |
| **RESPONSIBLE TO:** | Finance & ICT Manager/School Business Manager |

**JOB PURPOSE:** To provide general clerical and financial administrative support to the school.

# **PRINCIPAL RESPONSIBILITIES**

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| 1 | Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail etc to ensure the efficient and timely provision of information. |
| 2 | Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered. |
| 3 | Collect and count cash and cheques received e.g. dinner monies, donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for and any outstanding debts are communicated collected. |
| 4 | Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons. |
| 5 | Process and raise invoices to ensure that bills are paid accurately and promptly and accurate up to date financial records maintained. |
| 6 | Ordering school materials and equipment on behalf of all departments and maintaining stock levels of office supplies and consumables. |
| 7 | Checking and processing of invoices for payment. |
| 8 | Prepare reports on financial matters for the Finance Manager and attend meetings where required to present the information. |
| 9 | Assisting in the preparation of the school fund for Audit and ensuring that any funds received for the school fund are banked appropriately. |
| 10 | Prepare collected cash and cheques for banking, deposit at the bank and provide detailed accounting information to the local authority for reconciliation. |
| 11 | Update the Schools website under the direction of the Operational Manager and other Senior Managers. |
| 12 | Other financial support functions including reconciliations of processed invoices, purchase orders and procuring goods under the direction of the Finance Manager. |

NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

This role is a support staff role and this means that the role will be suitable for an office based worker. Many services and customers span across the Borough and therefore you may be required to work at any location in Cheshire West and Chester.

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**PERSON SPECIFICATION**

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| **Qualifications** | * 2 GCSE Passes in English & Mathematics (or equivalent) - **Essential** * ECDL or equivalent – **Desirable** * QCF Level 2 – Administration – **Essential** * AAT Level 2 -**Desirable** | |
| **Experience** | * Working with people (internal and external stakeholders) – **Essential** * Using the telephone – **Essential** * Working to deadline – **Essential** * School office, reception, PA, or customer care experience – **Essential** * SIMs systems – **Desirable** * Basic spreadsheet knowledge **– Essential** * Experience of financial systems **- Desirable** | |
| **Job Related Knowledge** | * Good Working Knowledge of Microsoft Office – **Essential** * Good organisational skills **– Essential** * Good record keeping **– Essential** * Knowledge of School office procedures and knowledge of school cycles – **Desirable** * Ability to use general office equipment, photocopier, etc – **Essential** * Understanding school financial regulations - **Desirable** | |
| **Skills and Aptitudes** | * Student focused – **Essential** * Flexibility – **Essential** * Able to manage own workload/work from initiative - **Essential** * Ability to work effectively under pressure – **Essential** * Able to problem solve – **Desirable** * Ability to Analyse low level financial information **– desirable** | |
| **Other Requirements** | * Enhanced DBS [*plus Childrens/Adults Barred List*] - **Essential** * Confidentiality – **Essential** * Sense of humour – **Essential** * Evidence of ability to work effectively and in an organised way and show initiative – **Essential** | |
| **Competencies** | N/A School based role. | |

JDQ Summary Proforma

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| Job Title: Finance & Clerical Assistant | JDQ Reference: |

**To be submitted with up to date Job Description, Person Specification and Structure Chart.**

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| **Responsibility for Supervision** | There will be no direct management responsibility.  There will be no responsibility to develop policy – there may be opportunities to contribute to the proposed changes in the schools policies where the post holders work is influenced by this policy.  There will be no responsibility to train staff or carry out post holder appraisals. |  |
| - **Attach Structure Chart**  - Nature of supervisory responsibility?  -Number, grades, type of work they do, where they are based, level of supervision required?  - Policy Development?  - Responsibility in relation to training other post holders?  -Responsible for staff appraisals? |
| **Responsibility for Finance** | There will be no budgetary responsibility.  There is a responsibility for the post holder to reconcile and account for school income received in both the schools delegated budget and the school fund under the guidance of the finance manager.  The post holder will have no approval limit for financial transactions. |  |
| **-** Budgets? Value? Responsibility?  - Accounting, reconciling, handling cash, processing invoices?  -Approval limit of Postholder? |
| **Responsibility for Physical Resources** | The post holder will be responsible for maintaining and using data in a confidential manner.  The post holder will be responsible for the monitoring and ordering of stock for the admin team – approved by the finance manager. The post holder will be responsible for ordering classroom and other school supplies under the direction of the budget holders.  There is a responsibility to inform other post holders of the school where a security risk to the building is identified by the post holder. |  |
| - Responsibility for equipment/tools/stock?  -Security for buildings?  - Responsibility for information / data? |
| **Responsibility for People** | The post holder will have no responsibility for the management of staff.  The post holder will have contact with staff, pupils, parents, partnership workers and other school stakeholders.  The ability to give a comfortable welcoming impression to all school stakeholders and work effectively within a reception environment. |  |
| - Physical, mental, social, economic and environmental wellbeing of people (generally members of public) |
| **Knowledge** | The post holder must have good level of grammar and the ability to write letters to various stakeholders to communicate information in a clear and effective manner.  This would be supported by a GCSE in English. English and Maths is required (or equivalent).  The ability to use computers and Microsoft office is essential and this would be supported by ECDL or equivalent. The ability to use Excel spreadsheets is important in carrying out this role.  Although not essential the post holder may benefit from some formal financial training i.e. AAT level 1 – 2 or equivalent.  A QCF level 3 would also be beneficial to the post holder to provide an efficient and effective service to the school admin environment. |  |
| -Qualifications?  -Post Grad experience?  -Professional body? |
| **Mental Skills** | The post holder would be required to have an ability to work under pressure in a busy school environment.  The ability to multi task.  An ability to remember information about various classes and pupils.  An ability to identify and implement more effective working practices and also to adapt to any changes in the work and tasks of the school which is often in line with LA/National Policy.  The post holder must be able to understand the meaning of confidential data and be aware of who can have access to such data. This is related to all data that the school holds.  The post holder must be able to problem solve when required in a busy school environment. |  |
| -Analytical or problem solving skills?  - Creative skills?  - Short term / Medium term / Long term? |
| **Interpersonal and Communication Skills** | The post holder must have good verbal skills both face to face and over the phone i.e. a good telephone manner.  The post holder must have a good level of written language. The ability to write school letters, and communicate with stakeholders both electronically and in letter format is essential to this role.  There may be some instances where the post holder is expected to deal with or support complicated or sensitive matters regarding both pupils and staff.  The post holder will be expected to have a comfortable welcoming impression at all times. Particularly around the pupils of the school. |  |
| -Written / verbal communication?  - Negotiating?  - Nature of the subject matter?  - Persuasive?  - Complicated / Sensitive?  - With who? |
| **Physical Skills** | The use of a keyboard within the working environment and the ability to work at a workstation with a computer.  There may be a requirement to attend off site meetings therefore an ability to drive is desirable. |  |
| - Coordination and sensory skills?  -Use of keyboard?  -Driving? |
| **Initiative and Independence** | The post holder will act under the managerial direction of the finance manager and operational manager – the senior manager is the school business manager and/or Headteacher.  The post holder will be expected to work within recognised school/LA/and National policies and procedures.  The post holder will be expected to make decisions about workload priorities – supported by the operational manager and the finance and ICT manager.  The post holder will be expected to work autonomously and on their own initiative – often having to problem solve and prioritise in a busy school environment. |  |
| -Managerial Direction?  -Decision Making?  -Working within Recognised Procedures? |
| **Physical Demands** | The physical demands are to have keyboard skills, to input accurate date, maintain records and work process.  Other physical demands may include checking of delivery of school supplies and delivering these to the relevant classrooms – although the site team are available for larger deliveries. |  |
| **-** Dexterity, hand/ eye co-ordination?  - Physical effort?  -Frequency and duration of these activities? |
| **Mental Demands** | The role will involve some time related pressures i.e. getting payments processed within payment terms.  The ability to multi task as working across the school community is essential.  Attention to detail and management of busy workload is essential. An ability to prioritise is important to the effective management of workload. |  |
| -Work related pressures?  -Sensory attention?  -Mental attention?  -Short / Medium / Long Term Timescales? |
| **Emotional Demands** | There may be instances where the post holder witnesses pupils behaving in a violent or distressing manner.  There may be instances where the post holder is privy to sensitive and confidential information. The awareness of the need to strict confidence is paramount.  The ability to deal with lots of other internal and external professionals/colleagues. |  |
| -Circumstances / behaviour of others? |
| **Working Conditions** | Pleasant and clean working environment.  Annual Risk Assessment take place to minimise any hazards that may occur in the working environment. |  |
| **-**Unpleasant working conditions?  -Frequency?  -Hazards? |

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| Date evaluated |  |
| Evaluator |  |
| Date TU Panel |  |
| TU Signature |  |
| Agreed Grade |  |
| Points |  |

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| **Competency** | **Level** |
| **Customer First** |  |
| **Best Practice** |  |
| **Value For Money** |  |
| **Leadership** |  |