

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

POST:	Finance Assistant
SALARY SCALE:	LBR5, point 12, (£32,532 FTE) £10,870 Actual plus First Aid Allowance
HOURS OF WORK:	14 hours a week, over 2 days (preferably Thursday and Friday) Term time only
REPORTING TO:	Finance Manager

PURPOSE

To support the smooth running of accounts within the finance department and provide financial support to the finance manager and school business manager with the day-to-day running of the academy's finances.

You don't need to have worked in a school environment before but a passion for helping improve the education of our students through providing high quality finance support is desirable.

MAIN DUTIES AND RESPONSIBILITIES:

Purchase orders/Invoices/Accounts

- To process all purchase orders ensuring the necessary paperwork and approval has been provided.
- Review outstanding purchase orders.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- To process invoices, income and journals.
- Process credit card transactions, direct debits, credit notes and other expenses including ensuring the purchase card log of transactions is kept up to date.
- Make purchase card departmental orders and liaise with department heads and premises staff to ensure goods have arrived.
- Maintain records of accounts ensuring paperwork is filed correctly.
- Check Bankline remittance reports for correct sort codes and account numbers.
- Issue and send manual printed cheques.
- To liaise with companies regarding financial compliancy.
- To maintain records of all transactions within all the academy's Accounts.
- To be responsible for carrying out department recharges.
- To liaise with the Reprographics department to ensure all accounts are charged correctly for photocopying services.

Banking/Income

- To be responsible for the safe keeping of all cash/cheques received to the finance office, ensuring all incomes (cash and cheques) are locked in the safe.
- Collection, checking, receipting of income.
- Updating the banking spreadsheet.

Resources

- To be responsible for maintaining the academy's asset register, including accounting for stock.

Other Duties

- To be responsible for checking the finance email account and responding to all queries including passing on relevant information to the finance manager.
- To ensure compliance with the Finance policy and procedures.
- To ensure the school remote finance drive is kept up to date.
- To assist in the archive all paperwork according to the academy's retention document.
- To carry out any other duties as may be required by the finance manager or business manager.
- First aid responsibility in an emergency.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the academy.

This job description will be reviewed regularly and may be subject to modification and amendment.

PERSON SPECIFICATION: FINANCE ASSISTANT

	Essential	Desirable
Qualifications	GCSE passes A* to C or equivalent in English and Maths.	
Experience and abilities	<p>Experience working in a Finance/ Administration department.</p> <p>Ability to relate well with students and adults.</p> <p>Ability to work in a team establishing effective working relationships and flexible working patterns.</p> <p>Confident handling of enquiries by telephone, email and in person.</p> <p>Ability to work flexibly to meet deadlines and respond to unplanned situations.</p> <p>First aid trained or willingness to train as a first aider.</p> <p>High standard of accuracy/presentation with a good eye for detail.</p> <p>Effective communicator, with strong interpersonal skills.</p>	<p>Experience of working in a school or similar establishment.</p> <p>Experience of working with financial software and database packages.</p>
Skills	Good working knowledge and level of competence in using Excel and Word	