



## JOB DESCRIPTION

### General Information

**Job Title:** Finance Assistant

**Code:** JDA19

**Accountable to:** Finance Officer

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### **Line Management:**

The post holder will be accountable to the Finance Officer for all initiatives related to this post.

### **Job Purpose:**

To provide a professional, comprehensive, efficient and effective clerical support service for the school's finance function for the order and invoice processing system and school funds adhering at all times to the required financial guidelines as well as providing clerical support in other areas of the school if required.

### **Responsibilities:**

#### **Orders, Invoices and Deliveries:**

- Receive and raise purchase orders as required
- Assist staff, where required, to identify requirements and source suppliers
- Receive goods and mark up destination rooms for internal transfer
- Scan invoices, email out for approval, process invoices, deal with part deliveries and resolve queries if required
- Payments to suppliers' cheques/bacs
- Review open orders on a monthly basis and action accordingly
- Liaison with creditors regarding payment enquiries

#### **Petty Cash: (if applicable)**

- Safe key holder and cash key holder
- Documentation/approvals and distribution of petty cash
- Maintain cash balances/recording expenditure of cheque request forms
- Assist with petty cash monthly reconciliation

#### **Month end:**

- Assist with the monthly posting and reconciliation of school reports
- Ensure all transactions have been processed in a timely manner
- Assist with the production of the monthly budget statements
- Assist with the monthly reconciliation of the delegated bank account



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- Support the Trust Chief Finance Officer by assisting in providing returns/information where required

## Journals:

- To keep reprographics re-charge journals
- Process ad hoc journals as required

## Income:

- Assist with the collection, entry, reconciliation and banking of income relating to the school budget
- Assist with sales invoices and debtor control

## Year end:

- Assist with the year-end process

## Administration:

- Attend staff briefings, staff meetings and office meetings
- Contribute when necessary to admin team workflow when volume or absence requires it so that all queries, tasks and projects are achieved to the required standard within timescales;
- Liaise with the School Business Manager on priorities and issues
- Liaise with members of the SLT and other senior members of personnel

## First Aid:

- As and when required, to administer first aid to students and looking after sick pupils, liaising with parents and colleagues as required. The post holder is expected to undertake appropriate first aid training as organised by the school to maintain an up to date first aid qualification

## In all posts staff will be expected to undertake a collective responsibility for ensuring that:

- The office is manned by at least 2 staff at all times ensuring efficient staffing of all reception points for staff, visitors and pupils
- The office/kitchen area is kept tidy at all times
- Communicate with the Trust, LA, outside agencies, parents and the local community and to make contact with any other individuals who have business with the school
- Participate in training and development activities and programmes and attend and participate in meetings as required
- Carry out any other duties reasonably requested by the Principal

*This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.*

## PERSON SPECIFICATION



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CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"><li>Good general qualification at least to GCSE (or equivalent) particularly in English and Maths</li></ul>	<ul style="list-style-type: none"><li>NVQ 2 in Finance or equivalent</li></ul>
B. Skills and abilities	<ul style="list-style-type: none"><li>Good analytical and problem-solving skills</li><li>Excellent numeracy skills</li><li>Excellent Communications both orally and written</li><li>Able to work in a busy environment that demands high levels of concentration, whilst coping with interruptions</li></ul>	
C. Knowledge & Experience	<ul style="list-style-type: none"><li>Appropriate awareness of data protection and associated security and confidentiality of data management</li><li>Experience of working in a finance office</li></ul>	
D. Personal qualities	<ul style="list-style-type: none"><li>Ability to relate to students and adults</li><li>Ability to listen to and understand others</li><li>Constant and consistent expectations of high standards</li></ul>	
E. Approach to work	<ul style="list-style-type: none"><li>High motivation and professional commitment.</li><li>Confidentiality, integrity &amp; reliability</li><li>A commitment to and understanding of equality of opportunity.</li><li>Adaptable, flexible, diplomatic &amp; committed to raising standards</li><li>Ability to work on his/her own initiative.</li></ul>	<ul style="list-style-type: none"><li>Willingness to undertake training in response to identified needs</li></ul>

## Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.