



Hempstead Schools Federation Job Description

Title: Finance Assistant

Responsible to: School Business Manager

Grade: NJC - D2

Hours: 21 hours per week, term time plus one week (INSET DAYS)

Days: Monday, Tuesday, Thursday and Friday

1. Purpose

To provide an effective and efficient financial and administrative support service within the school. Assisting School Business Manager (SBM) and Office Managers.

2. Key Responsibilities

- Processing of purchase orders from requisitions accurately and in accordance with agreed authorisation procedures and ensuring 'best value' is achieved at all times.
- Processing invoices and prepare BACS run, checking to purchase orders and good received notes, ensuring appropriate authorisation in accordance with agreed procedures and timescales.
- Assist SBM with the day-to-day financial management and administration of the school's finances
- Assist with inputting and maintaining accurate financial information in the school finance systems, including supplier details, purchase orders, invoices and other items as required, in accordance with school finance policy and other financial controls Receive and process purchase order requests from staff, following school procedures.
- Check and keep accurate records and banking details of all income for school trips and events.
- Reconciliation of banks statement with FMS records, raising any problems with the Business Manager.
- To assist the Business Manager with month end procedures and preparation of monitoring reports.
- Provide financial information reports from the finance system for budget holders.
- Administer the invoicing of and collection of payments from hirers of the school premises.
- Collate overtime related claim forms and check for accuracy with Business Manager. Administer documentation ready for Head Teacher's signature.
- Manage outgoing post.

- Assist the Business Manager with the preparation of school budget plans.
- To undertake any clerical and general office duties, including filing, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the school.
- Undertake other duties considered within the scope of the post, as required.

Other duties

- To provide support to the main school office, as required during periods of staff absence.
- In conjunction with the School Business Manager, take responsibility for personal and professional development, ensuring knowledge remains up to date with developments and best practices that improve school efficiency and contribute to the effective day-to-day running of the school.
- Accounts receivable.
- Fixed Asset Register.
- Maintain accurate record of all transactions in line with statutory retention guidelines.
- Undertake any necessary professional development as identified by the school.

3. Person Specification

Essential

- Good standard of education. (eg GCSE maths and English A-C as minimum)
- Previous experience of working in a financial environment with evidence of knowledge of financial and accounting procedures.
- Good communication skills.
- Excellent IT skills including Microsoft Office and Excel.
- Ability to work effectively as part of a team.
- Capacity to remain calm and cope under pressure.
- Maintains confidentiality and can work with discretion at all times.
- Conscientious, reliable and good sense of humour.

Desirable

- Previous experience of working in a school.
- Working knowledge of FMS and SIMS would be an advantage.
- Book-keeping experience.
- Experience of setting up spreadsheets.
- Experience of working to deadlines and prioritising workloads.

4. Organisation

The post holder will be line managed by the School Business Manager.

The post holder has no direct staff responsibilities.

5. Financial Accountabilities

The post holder will have no direct responsibility for any financial resources; however, he/she will assist in making recommendations to Head Teacher/School Business Manager regarding allocation of budget.

6. Working Environment

The post will be based within the school buildings.

Fraud, Irregularity and Whistleblowing

The postholder will remain vigilant to the possibility of fraud, theft, cybercrime or financial irregularity and will report concerns promptly in accordance with the Federation's whistleblowing policy and the Federation Finance Policy.

Equal Opportunities

Hempstead Junior School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

Application Information

Information about the school and the post is attached, and completed application forms should be emailed to office@hempsteadinf.medway.sch.uk Please contact Mrs Diane Charter, Office Manager, to arrange a visit. An application form can be obtained from the school office.

The closing date for applications is midday on Monday 28th September 2026 – 4.00pm.

Signed (Post Holder)

Signed (Head Teacher)
