



Saint Nicholas School

Old Harlow Essex



JOB DESCRIPTION – FINANCE ASSISTANT

Part time / Full time, Permanent

Holiday: 20 days, plus Bank Holidays and Christmas closure

CORE PURPOSE OF POST

- Finance Assistant responsibilities include processing payments, updating financial records and managing invoices.
- This list is not exhaustive, and you may be required to undertake other responsibilities and training as requested by your line manager

DAILY/WEEKLY

- Print bank statements daily for all school accounts (main current account, Rocking Horse & Preschool)
- Distribute Rocking Horse and Preschool bank statements to managers of Nursery & Preschool for booking to Ovivio platform
- Reconcile all the bank accounts to Engage accounting system
- Investigate any receipts / payments into main school bank and book to general ledger when have all appropriate authorised paperwork
- Answer queries relating to accounts payable
- Process all cash related items
- Respond to all telephone and email queries in a professional and timely manner
- Maintenance of financial records – electronic and paper filing
- Provide assistance to Purchase order clerk – setting up new suppliers and ensure processed correctly
- Order for the Nursery and Preschool all year round
- Check and input invoices for the purchase orders
- Monitor Accounts and Purchases inbox, assign tasks as appropriate and ensure all invoices are processed and authorised in a timely manner
- Maintain petty cash – reconcile the cash and ensure all expense claims are processed accurately and efficiently
- Book training courses for Staff
- Reconcile school trip payments, liaising with Office Manager

MONTHLY

- Complete the monthly reconciliation of main school bank account. Ensure any reconciling items are investigated and documented
- Finalise the reconciliation and ensure it is printed, filed and archived correctly
- Reconcile credit card statement to invoices and receipts
- Book to Engage the monthly Barclaycard spend. Document any issues to show to auditors
- Take responsibility for order and accounting of Oil delivery – including sourcing best price, liaising with Estates team and keep records of purchase
- Assist the Finance Officer to complete direct debit collections each month
- Credit control - chase monthly/termly direct debit rejections, including non-direct debit payers - liaising with Finance Officer
- Familiarise payroll submissions to cover Finance Officer

TERMLY/ANNUAL

- Ensure up to date with National Online Safety training
- Attend Inset training days
- Preparation for annual audit – collation of documents and reports
- Provide explanations to auditors for any queries they raise during audit process
- Submission of Early Years Funding data to local authority – twice termly - and cross-checking with Pre-School Manager



SAFEGUARDING AND CHILD PROTECTION

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

PROFESSIONAL DEVELOPMENT AND APPRAISAL

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- To be able to identify areas for own CPD and work alongside the Bursar to target areas for own development
- Undertake professional duties that may be reasonably assigned by the Headmaster e.g. training courses

STAFF MEETINGS AND TRAINING

- Attend pre-term staff training and inset days.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.
- Promote an attractive environment that stimulates learning and enhances the appearance of the school.
- Encourage high quality display in classrooms and corridors in regard to you designate curriculum area.

Health & safety

- Ensure a stimulating but safe working environment in which risks are regularly assessed.

ACCOUNTABILITY

Effective communication

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

Health, safety and discipline

- Promote the safety and wellbeing of staff and pupils.



KEY QUALIFICATIONS, SKILLS & EXPERIENCE

ESSENTIAL

- Relevant Accountancy or Book keeping qualifications (both formal and through appropriate experience) to meet the challenge of the specific appointment, and/or appropriate experience of the role
- Evidence of successful employment and education
- You will be educated with formal qualifications including GCSE (or Level 2 equivalent) in Mathematics and English Language or similar qualifications gained since leaving compulsory education

GENERAL

- Excellent written and verbal communication skills, with a high level of attention to detail
- Strong organisational skills with the ability to manage multiple tasks and priorities effectively
- Ability to work independently and as part of a team, with excellent interpersonal and collaborative skills
- A strong work ethic and willingness to take on a range of responsibilities as required
- Comfortable working solo – on the rare occasion can happen during the holidays

PERSONAL ATTRIBUTES

- A positive and proactive attitude, with a willingness to take on new challenges and learn new skills
- High levels of energy, drive and enthusiasm, with a commitment to achieving results
- Excellent interpersonal skills, with the ability to build and maintain strong relationships with internal and external stakeholders
- Flexibility and adaptability, with the ability to work under pressure and to tight deadlines
- A commitment to continuous improvement and a desire to develop new skills and knowledge
- Collaborative team player
- Positive, hardworking, and flexible
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy