

## Job Description

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| <b>Job Title</b>                              | Finance Assistant – School Based   |
| <b>Grade</b>                                  | F  |
| <b>Responsible To</b>                         | Finance Controller/Finance Business Partner  |
| <b>Staff Managed</b>                          | None   |
| <b>Job Family</b>                             | Finance  |
| <b>Job Context</b>                            | Working within the busy environment of an office, managing the financial administration for the school, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.   |
| <b>Accountabilities /Key Responsibilities</b> |  |
| <b>Key responsibilities</b>                   | <ul style="list-style-type: none"> <li>● Maintain accurate and complete records of the Trust income and expenditure working at all times in accordance with the Trust's agreed financial policies and procedures.</li> <li>● Procuring goods and services and supporting staff in school with on-line procurement.</li> <li>● Ensuring all documentation supporting the payment of suppliers is complete and uploaded to the Trust finance system/shared with the Trust central finance team.</li> <li>● Check supplier statements and liaise with suppliers about outstanding payments.</li> <li>● Ensure appropriate records are kept to support all purchases made using the school credit card.</li> <li>● Raise customer invoices on the Trust finance system and ensure all debts are recovered in accordance with the Trust Debt Policy.</li> <li>● Be responsible for the administration and management of the school's on-line parent payment system and deal with queries from parents.</li> <li>● Bank and record cash collected</li> <li>● Provide support to staff in school with the financial administration associated with organising school trips.</li> <li>● Provide financial reports to assist budget holders to manage their budgets effectively.</li> <li>● Assist with inputting payroll data and checking payroll records to ensure pay is correct and processed on time.</li> <li>● Administer 6<sup>th</sup> form student bursary funding.</li> <li>● Provide financial support for the administration of school lettings.</li> <li>● Provision of help and guidance to staff in school in respect of financial procedures and requirements.</li> </ul> |
| <b>Communications</b>                         | <ul style="list-style-type: none"> <li>● Communicate effectively with other staff, visitors, contractors, pupils and their families/carers.</li> <li>● Act as the first point of contact in response to enquiries.</li> <li>● Attend staff meetings and training days by agreement with your line manager.</li> </ul>  |
| <b>Safeguarding</b>                           | <ul style="list-style-type: none"> <li>● Know about data protection issues in the context of your role.</li> <li>● Maintain confidentiality as appropriate</li> <li>● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> </ul> <p>Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</p>   |
| <b>Systems and Information</b>                | <ul style="list-style-type: none"> <li>● Maintain computerised and manual records.</li> <li>● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>● Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>   |

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| <b>Data Protection</b>   | <ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> <li>● Know about data protection issues in the context of your role</li> </ul>   |
| <b>Health and Safety</b> | <ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>  |
| <b>Equalities</b>        | <ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>   |
| <b>Flexibility</b>       | <ul style="list-style-type: none"> <li>● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>● Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>   |
| <b>Customer Service</b>  | <ul style="list-style-type: none"> <li>● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>● Understand your own role and its limits, and the importance of providing care or support.</li> </ul> |

## Person Specification

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| <b>Job Title</b>   | Finance Assistant – School Based            |  |
| <b>Grade</b>   | F   |  |
| <b>Responsible To</b>  | Finance Controller/Finance Business Partner |  |
| <b>Staff Managed</b>   | None  |  |
| <b>Job Family</b>  | Finance                                     |  |
|  | <b>Essential</b>                            | <b>Desirable</b> (if not attained, development may be provided for successful candidate) |
| <b>Knowledge</b>   |   |  |
| <ul style="list-style-type: none"> <li>Knowledge of finance, admin and office systems</li> <li>Knowledge of school procedures</li> </ul>   |   |  |
| <b>Experience</b>  |   |  |
| <ul style="list-style-type: none"> <li>Experience of operating administrative systems</li> <li>Finance experience with in a school</li> </ul>  |   |  |
| <b>Occupational Skills</b>   |   |  |
| <ul style="list-style-type: none"> <li>Good ICT skills with a high degree of accuracy and precision</li> <li>High level of literacy and numeracy skills.</li> <li>Excellent written and verbal communication skills</li> <li>Budget management skills</li> <li>Analytical and statistical skills</li> <li>Problem solving skills</li> </ul>  |   |  |
| <b>Qualifications</b>  |   |  |
| <ul style="list-style-type: none"> <li>Level 3 qualification in business / finance / administration or equivalent to evidence in depth knowledge of administrative &amp; financial processes</li> </ul>  |   |  |
| <b>Other Requirements</b>  |   |  |
| <ul style="list-style-type: none"> <li>Enhanced DBS clearance required</li> <li>Attention to detail, neatness and accuracy</li> <li>Organisational skills</li> <li>Ability to work successfully in a team</li> <li>Confidentiality</li> <li>Ability to work to deadlines and prioritise own workload, as well as work of others</li> <li>To be committed to the school's policy and ethos.</li> <li>To be committed to Continual Professional Development.</li> <li>Motivation to work with children and young people.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>Confident and clear telephone manner,</li> </ul> |   |  |