



JOB TITLE: FINANCE ASSISTANT

GRADE: 3. SCP 6-9

REPORTS TO:
Director of Finance

1. PURPOSE OF JOB:

To assist with the administration of the Trust finances.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

Responsible for the operation and smooth running of the purchase order process. Inclusive of placing orders, obtaining appropriate authorisations and goods received notes across the Trust.

To process card transactions

Assisting Finance Administrators with processing orders, invoices and payments through purchase ledger for the main school accounts.

Maintaining up-to-date filing system.

Supporting School Trips administration where appropriate – including assisting staff with budgeting for trips; and debt collection.

Responsible for the day-to-day management of ParentMail/School Money – including setting up of student and staff accounts.

3. SUPERVISION OF PEOPLE
No supervisory responsibility

4. CREATIVITY AND INNOVATION

The postholder works within defined policies, procedures and legislation governing the school.

5. CONTACTS AND RELATIONSHIPS

Day to day contact with pupils, line manager and other employees within the Trust.

6.	DECISIONS
	<p>a) Discretion –</p> <p>The postholder works within prescribed policies and procedures.</p>
	<p>b) Consequences –</p> <p>Impact would be on school/employee and issues would be quickly identified and easily remedied.</p>
7.	RESOURCES
	<p>The postholder has responsibility for some finance, petty cash. Equipment would include personal computer and calculator.</p>
8.	WORK ENVIRONMENT
	<p>a) Work Demands –</p> <p>The work is subject to interruption but with no significant change to the overall programme of work.</p>
	<p>b) Physical Demands –</p> <p>Normal physical effort associated with office work, there may be prolonged periods of sitting for example when working on a computer.</p>
	<p>c) Working Conditions –</p> <p>Well lit and well-ventilated general office environment.</p>
	<p>d) Work Context –</p> <p>Contact with parents/carers, pupils, colleagues on matters which are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and careers.</p>
9.	KNOWLEDGE AND SKILLS
	<p>No formal financial qualifications are required 6-12 months experience of working in a similar role, knowledge of accounts software would be advantageous but not essential Computer literate Competent in use of Excel/spreadsheets Desirable: 4 GCSE's Appropriate NVQ Level 2 or equivalent/ISBL Foundation Practitioner Level 2/3</p>
10.	GENERAL
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>

Other Duties - The duties and responsibilities in this job description are not exhaustive the postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Inspire (ICCT) Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Inspire (ICCT) Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]