

Finance Assistant

Job purpose including main duties and responsibilities

Main Objectives of the Post

- Support the School Business and Finance Manager.
- Maintain and manage financial records.
- Assist staff, suppliers, and parents with financial processes.

Duties and Responsibilities

1. Process invoices, ensuring matching with purchase orders and goods received, proper authorisation, and timely payment.
2. Process all school income
3. Record non-invoiced income (e.g., school trips), manage invoicing and payment collection for lettings and events.
4. Record and reconcile school credit card transactions, assisting staff as needed.
5. Assist with weekly cheque/BACS runs.
6. Administer online payment systems, including ParentPay or Arbor.
7. Investigate and resolve supplier invoice queries, manage returns, and ensure refunds or credit notes.
8. Check accuracy of orders, invoices, and goods received.
9. Implement debt collection procedures, including referral to collection agencies if required.
10. Process purchase orders from requisitions with proper authorisation.
11. Assist with month-end and year-end procedures, including reconciliations and journal postings.
12. Provide financial reports to budget holders and offer advice as needed.
13. Handle queries from suppliers, debtors, and budget holders.

General Responsibilities

- Understand and comply with Academy policies and procedures, raising concerns promptly.
- Participate in Performance Management processes.
- Identify training needs and engage in professional development.
- Undertake other duties appropriate to the post.

- Commit to safeguarding and promoting the welfare of children and young people.

Personal Specification

Qualifications and training	Criteria
Good standard of education, preferably to level 3 together with good numeracy and literacy skills.	D
Hold or be studying for a finance / business related qualification	D
IT related qualifications	D
First aid qualification would be desirable	D
Experience	
Minimum 1 years experience in a finance / busy admin department	E
2 years experience in a school or educational environment	D
Skills and Knowledge	
Working knowledge of computerised finance systems and financial controls	E
Working knowledge of Excel and Word	E
Ability to communicate effectively both orally and in writing across a wide range of audiences	E
Good typing skills are essential	E
Ability to complete work to a required standard of accuracy and presentation	E
Personal Attributes	
Committed to safeguarding and promoting the welfare of children and young people	E
The ability to work with initiative and to tight deadlines	E
Professional and honest	E
Show resilience under pressure	E
Have good organisational skills	E
Able to work as part of a team	E
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy.	E
To be willing to undertake further professional development	E
Special Requirements	
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E
Suitability to work with children	E

KEY E/D Essential or Desirable