



BEAUCHAMPS HIGH SCHOOL

Job Description



Beauchamps High School

Job Description

Job Title:	Finance Assistant
Grade:	LGS Scale 5 (pts 9-12)
Hours:	37 hours per week, 38 working weeks per year (Mon, Tue, Thurs & Friday 8:00am – 4pm, Wednesday 08:00-3:30pm)
Responsible to:	Senior Finance Assistant/Business Manager/Executive Headteacher
Purpose of the job:	Management of the School Fund account, including recording income and expenditure relating to school trips, events and activities

Duties and Responsibilities will include:

- Provision of efficient financial and administrative support for all school trips, visits, and educational activities
- Processing payments and maintaining accurate financial records relating to these activities
- Creation of trip payment schedules and monitoring of income received from parents/carers
- Sales of school equipment
- Banking and bank reconciliation
- Booking of transport for trips, visits and events
- Assisting staff, parents/carers and students with their enquiries and dealing with routine telephone calls
- Assistance with year-end accounting procedures relating to the School Fund
- Assisting the Senior Finance Assistant with matters relating to the Delegated budget as required
- Undertaking administrative duties to support the School Business Manager

Any other duties reasonably required by the line manager/Headteacher/SLT which are commensurate with the post.

The duties of the post may be varied from time to time to suit changing circumstances at the discretion of the Headteacher

**FINANCE ASSISTANT
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and budgeting Educated to NVQ level 3 or equivalent Experience of supervision of staff Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in word processing and a wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy, as required
	Health & wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and pupils where appropriate
	Team work	Ability to make an distinctive contribution to the work of a team both as a member and manager
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve