



MEADOWHEAD SCHOOL

JOB DESCRIPTION

	<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>
POST TITLE	Finance Assistant
HOURS	37 hours 41 weeks per year
SALARY RANGE	Grade 4, SCP 7 - 12
RESPONSIBLE TO	Finance Manager / School Business Manager
RESPONSIBLE FOR	N/A
PURPOSE OF JOB	To work as a member of the team in the Finance Office providing a comprehensive range of financial and related functions which are responsive to the needs of the school and are carried out efficiently and effectively.

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out their duties and responsibilities within the School's Policies and Procedures and within the framework of the Education Act 2002 and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of Governing Bodies of School.

The post-holder will be expected to maintain the professional standards of Meadowhead School and the standards of behaviour, attitude and effort as outlined in the Meadowhead Code of Conduct as issued to students and staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To operate computer based and manual financial and clerical systems within the school in a secure manner
2. To undertake financial tasks in accordance with agreed policies, appropriate legislation and financial regulations
3. To operate the school's petty cash, undertaking the safe collection, correct handling, recording and banking of cash in accordance with financial regulations.
4. To operate the school's parental payment system and provide assistance to parents when necessary. Process and supply students with revision guides and resources ordered via the ParentPay system.
5. To assist in the operation of the school's financial systems, including processing orders, deliveries and invoices, and providing financial information to the Finance Manager and nominated budget holders according to the agreed school policies
6. To negotiate with suppliers and contractors to ensure best value in regard to goods and services.
7. Use the finance system to place orders for goods and equipment, checking deliveries and invoices in accordance with current procedures and financial regulations.
8. Process invoices for payment.
9. To assist in the recording of journals e.g. minibus recharges
10. To undertake the financial administration associated with income received by the school, including the security of cash receipts and card payments.
11. Undertake relief reception duties as required and support the School Business Manager with other school related duties as necessary.
12. To assist students and staff at the Finance window and provide lunch slips to students where necessary.
13. Assist in the processing of staff additional hours and mileage claims

14. To guide colleagues in relation to best value and efficient use of public monies.
 15. Any other duties and responsibilities as may be determined after negotiations between management, the post-holder and the appropriate trade union.
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General Responsibilities:

- To be aware of and support diversity, ensuring equal opportunities for all
- To contribute to the ethos of Meadowhead School
- To develop professional, constructive relationships with other agencies/schools/professionals and attend meetings as required.
- To participate in meetings, training and performance development as necessary
- To recognise own strengths and areas of expertise and using these to advise and support others

To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after negotiations between the Business Manager.

Suggestions to amend/update this job description, which will lead to an improvement in the school's and/or the department's performance will always be welcome.

This document is intended as a guide. Any amendments should be discussed with the appropriate member of the Senior Management Team. This discussion may be initiated by either side.

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June 2026

**Key skills and competencies for Finance Assistant would include:**

- the ability to work effectively with teaching staff and senior management within the school;
- working with others, drawing on in-school and external advice and expertise where necessary;
- interpersonal skills related to the tasks of Finance Assistant.
- ICT skills, in particular competency in the use of Microsoft office systems. The Access Education package and ParentPay is used in this post, for which in-house training will be given.

Meadowhead School is looking to appoint personnel who would:

- be enthusiastic and committed to the school
- have the ability to adapt to change
- have the ability to work closely with a wide range of other professionals in a supportive and constructive way
- be able to demonstrate a record of personal time management
- operate calmly and effectively within an environment which makes variable demands
- at all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to
- have the ability to work as a member of a team as well as independently
- show initiative, self-motivation and flexibility
- show commitment to staff development opportunities in order to improve performance and meet agreed objectives
- be aware of Health and Safety issues and implement these at all times

Experience:***Essential***

- ICT skills, particularly Excel spreadsheets and Word
- accuracy in completing tasks
- an understanding of basic bookkeeping
- the ability to maintain confidentiality in all aspects of the post
- a commitment to personal training and development
- a commitment to equal opportunities
- good interpersonal skills and ability to build effective working relationships with students, teachers, other adults and organisation

Essential Personal Qualities

- the ability to demonstrate honesty and reliability
- good verbal and written communication skills
- good organisational skills and initiative to develop opportunities
- ability to work independently, effectively manage time and own workload and work to deadlines

Desirable

- experience of working with young people, not necessarily in a school environment
- broad experience of working in a financial environment