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**HITCHIN BOYS' SCHOOL**  
An Academy Trust

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**JOB DESCRIPTION**

**FINANCE ASSISTANT**

**Grade:** H5

**Hours:** 37 hours per week, 41 weeks per year  
(term-time plus 15 days during school holidays)

**Responsible to:** Finance Manager

**PURPOSE**

To assist the Finance Manager in managing the day-to-day finances and financial administration of the school.

**MAIN AREAS OF RESPONSIBILITY**

Financial Control

- To assist with the control of the school budgets and accounts, implementing and operating effective systems of budgetary control using Access finance software.
- To be responsible for the security of monies and accounts handled in school and to ensure accurate records are maintained.

Financial processing

- To collect and bank cash and cheques for all bank accounts and process in Access in a timely manner, ensuring accuracy of coding i.e., school visits and trips, non-uniform days, charity collections etc.
- To record all income received in line with the monthly timetable, including Sports Centre hirers and childcare vouchers, ensuring suitable documentation is available to support the financial transactions.
- To complete the monthly petty cash reconciliation ensuring all receipts and expenditure are accurately recorded in Access and that all income and expenditure has appropriate supporting documentation.
- Chromebooks: Set up cash flow statements to ensure that monies received and paid are in line with orders. Perform reconciliations to identify & record discrepancies.
- Invoice debtors on a termly basis and ensure monies are subsequently received, issuing reminder letters and making telephone calls to achieve this, within the agreed financial procedures timescales.

- Identification & preparation of monthly/annual prepayments/accruals to ensure accurate accounting within Access.

#### Financial monitoring and reporting

- Providing Budget Holders with monthly reports on department finances as and when requested and assisting with any queries.
- To assist with the monthly bank, credit card and balance sheet reconciliations.
- To assist with year-end audit process ensuring requirements are met in a timely fashion prior to audit, including completion/collation of the year end audit pack.
- To assist with the draft annual budget and financial plans.

#### Financial administration

- To be responsible for placing and recording purchase orders, ensuring appropriate budget holder authorisation, in line with Schedule of Financial Delegation and accurate coding in Access.
- Reviewing outstanding purchase orders at month end and following up as necessary to assist with accurate and timely monthly accounting and reporting.
- To administer the WisePay service including the setting up of school trips & recording of receipts in Access. Review income & expenditure and reconcile to WisePay and SPT1/2 budgets
- Understanding of HMRC VAT regulations ensuring sales/purchases are recorded correctly to ensure the accurate submission of the monthly VAT return.
- To ensure incoming supplier invoices are authorised by Budget Holders, coded correctly in Access and paid in accordance with the schools Schedule of Financial Delegation. Prepare weekly BACS runs.
- To check supplier payments and identify and record Supplier/Payment details for inclusion in:
  - Schedule of Contracted Suppliers
  - Schedule of Leases
  - Fixed Asset Register
- Daily monitoring of Finance Reports/Personal emails and taking appropriate action.
- To assist staff with the completion of staff reimbursement forms, checking for appropriate authorisation and recording expenses in Access.
- Sort & distribute incoming post to staff pigeonholes as required and deal with all outgoing school post.
- To carry out any administrative duties as may reasonably be requested.

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

## Person Specification

<b>Role</b>	<b>Finance Assistant</b>
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>• Experience of working in a finance office - Essential</li> <li>• Confidence in using computerised finance systems</li> </ul>
<b>Skills and abilities</b>	<p><b>Technical skills</b></p> <ul style="list-style-type: none"> <li>• Experience of maintaining accurate manual and computerised financial systems.</li> <li>• Demonstrable experience in the use of advanced Excel, Word and Google.</li> <li>• Ability to work accurately with financial information and maintain attention to detail.</li> <li>• High level of numeracy skills.</li> </ul> <p><b>Organisation and planning</b></p> <ul style="list-style-type: none"> <li>• Ability to work well under pressure, meet deadlines &amp; plan priorities effectively.</li> <li>• Ability to organise work effectively and respond flexibly to changing priorities.</li> <li>• Ability to work with confidence and independence in a busy finance environment.</li> <li>• Excellent attention to detail and high level of accuracy.</li> <li>• Ability to use initiative and work under supervision.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills - ability to communicate clearly with colleagues, suppliers and other stakeholders</li> <li>• Ability to work as part of a team and contribute positively to shared finance processes.</li> </ul> <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Self-motivated and willing to develop new skills.</li> <li>• Dedicated and reliable.</li> <li>• Committed to own personal development.</li> </ul>