



## WOODBRIDGE HIGH SCHOOL

**Post: Part-time Finance Assistant**

**Job Description Date: September 2025**

**Line Manager: School Business & Finance Manager/Finance Officer**

**Grade: LBR 5**

**Part-time/term-time only: 29 hours/4 days per week**

**Purpose:**

To provide high-quality financial and administrative support to the School Business & Finance Manager, Finance Officer (part-time) and Finance Assistant (part-time).

**Duties and Responsibilities (Training will be Provided):**

1. To possess a full working knowledge of the school's financial monitoring accounts packages (presently *RM Finance* and *Schools' Cash Office*).
2. To provide support in the management of all financial records and transactions relating to the school's bank accounts in accordance with set procedures.
3. To assist the Finance Officer in producing both computerised cheque payments and *electronic faster payments* to suppliers on a weekly basis.
4. To assist the Finance Officer with processing school purchase orders from departments.
5. To provide relevant financial reports to the school Leadership Group and budget holders on a half-termly basis.
6. To provide support to the Finance Officer in managing the school's robust systems of cash/cheque collection (presently *Schools Cash Office* and *RM Finance* software packages). Ensuring that all monies received are handled in accordance with the school's set procedures in respect of capitation, lettings, curriculum visits, residential trips and non-uniform days. This list is indicative and not exhaustive.
7. To assist with *School's Cash Office* software duties.
8. To ensure that all money is securely handled and maintained in accordance with the school's banking procedures. To deposit school's banking in the event of staff absence.
9. To perform general administrative duties, to include opening, sorting and distributing mail and maintaining the central filing system.

10. To monitor the school's finance e-mail in-box and respond to enquiries as necessary.
11. To assist with the annual recharging of internal reprographic costs to the departments.
12. To ensure the office stationery supplies are replenished as and when necessary.

**General Duties and Responsibilities (Training will be Provided):**

13. To attend and participate in relevant meetings, training and other learning activities.
14. To be aware of, and comply with, policies and procedures relating to safeguarding and promoting the welfare of children, health & safety, security, and confidentiality (and reporting all concerns to the appropriate person).
15. To demonstrate an understanding of, and commitment to, equal opportunities and diversity.
16. To comply with the School Dress Code and Health & Safety Policy.
17. To invigilate school examinations as required.
18. To undertake any other duties as can reasonably be requested in respect of the remit of this post.

**PERSON SPECIFICATION:**

**JOB TITLE:** Part-time Finance Assistant

**-Essential (E) or Desirable (D) below**

**Experience:**

- previous experience of working in a financial environment (D)
- previous experience of using financial ICT software (D)
- experience of producing statistical information (D)
- previous experience of working in an educational environment (D)
- experience of using, setting up, maintaining and developing administrative systems (E)

**Skill, Knowledge and Abilities:**

- professional telephone manner (E)
- able to carry out set duties (E)
- appropriate ICT skills (Word, Excel, e-mail) (E)
- able to work using own initiative (E)
- an attention to detail (E)
- high level of personal drive and energy (E)
- receptive to new ideas and change (E)

**Education and Qualifications:**

- a good standard of general education (E)

**Personal Attributes:**

- willing to integrate into a team (E)
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- a friendly, co-operative approach to parents, pupils and staff (E)
- willing to work flexibly in terms of job roles and responsibilities (E)
- promotes and gives a positive image of the school (E)