

Job Description



Post:	Finance & Administration Assistant
Salary Scale:	Cumberland County Council Grade 6, Scale Point 7-8
Reporting to:	Finance Manager and Administration Manager
Hours:	Monday to Thursday 8:30am - 4:30pm Friday 8:30am - 4:00pm Term time [38 weeks per year] plus 3 weeks

Main Purpose:

To provide a professional financial and administration service to the School

Responsibilities:

Administration Tasks:

- Responsible for booking transport for school trips and sports events
- Arrange supplier set up or amendments on the Finance system ensuring the information is accurate.
- Perform accounting journals
- Review and obtain missing supplier VAT numbers
- Collate and submit applications for funding of foreign pupil trips
- Set up and monitor payment schedules on the cashless system for trips and purchase of items for sale
- Chase overdue payments on the cashless system and the catering system
- Annual check of staff driving information ensuring that correct licencing and insurance is in place
- Any other admin tasks set by the Administration Manager

Finance Tasks:

- Create and send purchase orders
- Monitor purchase orders and assist Budget Holders with order queries
- Convert purchase orders to invoice on the Finance system once satisfied that the goods/service has been delivered
- Create and send sales invoices
- Monitor sales invoices and chase for payment if necessary
- Reconcile any discrepancies or errors identified on sales invoices or purchase invoices
- Reconcile and bank cash taken
- Ensure various cash funds are available for floats etc.
- Reconcile catering purchasing and ensure that spend is within budget
- Provide support and advice to Budget holders and requisitioners on the Finance system
- Work with and develop the Trust Central Finance processes
- Ensure all relevant documentation is shared with Central Finance
- Use initiative to suggest better working methods
- Check and collate data for reports as required by Audit

Support for School

- Adhere to the Trust and schools' financial policies and procedures
- Comply with all other policies and procedures relating to working in school, child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person
- Suggest changes or improvements to increase accuracy, efficiency and cost reductions
- Identify any training needs and participate in training and other learning activities as required

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.
- Attend and participate in meetings as directed.
- To assist with educational trips
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties
- Any other duties reasonably requested by the Finance manager or the Administration Manager

School Ethos

- The governors of St. Joseph's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:
- To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.
- To support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested.
- To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.
- Any other duty as deemed necessary by the Headteacher

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.