



St. Michael's Catholic School, High Wycombe Job Description – Finance Assistant

Phase: Cross Phase	Department: Whole school responsibility
Job Title: Finance Assistant	Pay Grade: Bucks Pay R2 £24,879 to £26,961 FTE
Term of Employment: Permanent	Hours: 37 Hours per week – 41 weeks per year
Designation of Post within School Structure	
Executive Headteacher Director of Business Services Payroll & Finance Assistant Finance Assistant	
This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.	
Main Duties and Responsibilities	
1. The Post St Michael's Catholic school requires its Finance Assistant to be eager and committed to supporting the needs of the school in particular the pupil's access to education. As part of the Finance Team, the Finance Assistant will support teaching staff in meeting the academic, pastoral and other needs of students by improving the quality of teaching and learning, thereby enabling all students to meet their full potential by providing a comprehensive and effective financial support service and assisting in the provision of a comprehensive and effective administrative support service for all the Schools services. This role will include working with senior management, middle management, teachers, support staff, parents, pupils and our suppliers and contractors. This role also requires a post holder who has excellent interpersonal skills and is passionate about developing their abilities through CPD.	
1. Post Purpose 1.1 To process orders in accordance with the school's procedures. 1.2 To order goods and services ensuring best value and budget allocation availability, including P Card purchases. 1.3 To obtain coach and admission quotes to assist visit leaders planning a trip 1.4 To liaise with suppliers and members of staff in resolving queries. 1.5 To assist in maintaining and updating student information held on the school's databases, including SIMS, ParentMail, PFM and Coolmilk.	



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- 1.6** To assist with the organisation of school trips, including the booking of coaches and supplying trip leaders with relevant data using ParentMail.
- 1.7** To input and maintain records according to GDPR procedures and school policies.
- 1.8** To deal with post/correspondence/emails in a timely manner.
- 1.9** To answer and deal with appropriately, incoming and internal calls.
- 1.10** To prepare money for banking.
- 1.11** To prepare invoices for lettings and maintain associated records.
- 1.12** To maintain monthly housekeeping procedures, including spread sheets.
- 1.13** To assist the Payroll & Finance Assistant with the preparation of
Month End and Year End procedures for PFM
- 1.14** To undertake any duty within the remit of the post as directed by the
Executive Headteacher, Director of Business Services and the Payroll & Finance Assistant

PERSON SPECIFICATION: Finance Assistant

Skills/Experience	Essential	Desirable	How measured
Experience of finance– processing/reconciling, paying invoices, ordering resources etc.	✓		
GCSE Maths/English (or equivalent)	✓		
Proficient in the use of Microsoft Office, including creating and editing word and creating and manipulating Excel spreadsheets.	✓		
Strong communication skills, both written and oral. Happy to communicate via TEAMS/phone, using email as last resort	✓		
Understanding of relevant policies/codes of practice and ability to quickly understand and respond appropriately to policies and procedures in depth and respond quickly to any changes in legislation	✓		
Ability to multitask, prioritise workload and to keep calm under pressure.	✓		
Must be polite, professional and approachable manner at all times	✓		
Ability to work both independently and flexibly and be open and adaptable to change	✓		
Ability to work with accuracy and to a consistently high standard.	✓		
Experience of working successfully as a member of a team and across teams to resolve issues. Demonstrate a	✓		



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collaborative, supportive approach to working with colleagues across different teams			
Previously worked in a School Environment.		✓	
An understanding of Safeguarding and Child Protection in a school environment	✓		
Must be able to demonstrate importance of confidentiality	✓		
Supportive of the Catholic ethos of the school.	✓		