

Trips and Finance Assistant

Job Description

Grade: H4 (Points 6-9)

Hours 20 to 24 per week, term time only.

Line Manager: Director of Operations and Finance Manager

Main Purposes of the Job:

- To provide an efficient service for staff, students and parents with the organisation of school trips
- Finance-related tasks within the wider Finance team

Key Accountabilities:

- To help teachers set up and accurately calculate the cost of trips
- To manage communication with parents (including drafting and distribution via a range of media)
- To set up and maintain the trips on the relevant trip and finance packages (presently ParentPay, Edulink, Hoge, Google Forms))
- To administer parental consent forms and payments
- To approach relevant charities on behalf of families facing financial challenge in respect of trip costs
- To keep all necessary trip information up-to-date and complete
- To correspond with travel companies and other external organisations to ensure trips are well co-ordinated and that accurate information is conveyed to all parties
- To arrange for currency to be ordered for trips
- To prepare the trip pack for each trip and brief the trip leader
- To collate and check passports and other travel documents
- To collect all the trip information when the trip is complete, for reconciliation, and to support/complete the reconciliation process
- To collate and circulate student feedback post trip and make recommendations for changes where necessary.
- To complete other tasks within the Finance Office as directed by the team managers to ensure the smooth operation of the Finance Office as a whole
- To deal with all confidential matters with tact and discretion

Trips and Finance Assistant



Person Specification

Attributes	Essential	Desirable
Minimum GCSE Grade C or equivalent including English and Mathematics	✓	
A high degree of numeracy	✓	
Excellent communication, organisational and interpersonal skills	✓	
Excellent ICT skills including Microsoft Word, Excel and Outlook	✓	
Experience in a finance office capacity		✓
Experience of working within budgetary limits		✓
Experience of completing a reconciliation		✓
Experience of dealing with foreign currency		✓
Experience of dealing with cash and receipts		✓
Previous experience in SIMs		✓
Ability to be flexible and use your own initiative	✓	
Ability to work calmly under pressure	✓	
Ability to work confidentially	✓	
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour and positive attitude	✓	
Energy and enthusiasm	✓	
Ability to think originally and creatively	✓	
Warmth and sensitivity	✓	
Able to exemplify good practice, work flexibility and proactively while maintaining a high standard of professionalism	✓	
Able to build good relationships with adults and children	✓	
A commitment to safeguarding and promoting the welfare of children and young people	✓	
An understanding of the need for discretion and confidentiality, and a commitment to maintain	✓	
A willingness to undertake additional training, keep up-to-date with changes and developments in good practice	✓	