

HITCHIN GIRLS' SCHOOL

JOB DESCRIPTION

FINANCE ASSISTANT (PURCHASING)

Grade: H5

Hours: 27 hours per week, term time plus 3 weeks

Responsible to: Finance Manager

Job Purpose:

To process the day-to-day financial transactions of the school, accurately and on time, in order to assist with the smooth running of the school's finances.

Key Responsibilities and Tasks:

1. Ordering of supplies to include:
 - i. Checking that orders have been correctly authorised;
 - ii. Maintaining and monitoring the school order book to ensure all orders are received and invoiced;
 - iii. Placing orders either by telephone, internet or email.
2. Administration of purchase ledger.
 - i. Matching invoices to purchase order and processing all invoices on a timely basis;
 - ii. Scrutinising invoices to ensure consistency with expectations
 - iii. Ensuring VAT on purchases is accounted for correctly;
 - iv. Escalating any issues as they arise;
 - v. Ensuring all invoices are correctly authorised before payment;
 - vi. Reconciling supplier statements as received;
 - vii. Preparing weekly BACS runs ensuring all invoices are paid within agreed terms;
 - viii. Filing supplier invoices on a timely basis.
3. Parent Payment Platform administration, to include:
 - i. Weekly reconciliation of the settlement statement to Parent Payment system reports;
 - ii. Recording receipts and refunds on Sage;
 - iii. Synchronisation of Parent Payment to school MIS whenever there is an in-year change to the admissions roll;
 - iv. Setting up staff and visitors, including Consortium students.
4. Processing refunds to students for trips and other activities as required.
5. To assist staff, students and parents with enquiries as they arise on a daily basis.
6. Administering daily income to include:
 - i. Recording any cash/cheques received on the weekly income log and on Sage;
 - ii. Ensuring cash/cheques are banked in a timely manner;
7. Administration of School Fund to include:
 - i. Recording donations received via Parent Payment system on Sage ensuring fees are accounted for correctly;
 - ii. Processing payments to nominated charities following bank clearance of funds.
8. To assist with trip reconciliations ensuring these are completed on a timely basis following the trip.

Other duties:

9. To liaise with Auditors, providing all information as required and dealing with any queries.
10. Daily monitoring of Finance /Personal emails and taking appropriate action.
11. To deal with requests for printing top-ups and replacement smartcards, to collect and process payments and update Papercut.
12. To archive documents on rolling schedule and upload documents to MStore as required.

General Points:

11. To follow agreed procedures to ensure compliance with all relevant policies and processes.
12. To maintain confidentiality at all times in respect of school-rated matters and to prevent disclosure of confidential and sensitive information.
13. To carry out any other duties as may from time to time be requested.

Person Specification – Finance Assistant

The successful candidate will need to be able to demonstrate that they:

- Have at least 2 years accounting experience including income and payment processing, nominal ledger journals and reconciliations, budgetary control and VAT.
- have experience of using computerised accounts package – knowledge of Sage useful but not essential
- have good Excel skills and other office products;
- are able to work with a high degree of accuracy
- are highly motivated and organised
- are able to work effectively both individually and as part of a team
- Can interact well with students and staff.
- Have the ability to meet deadlines.
- Have a willingness to learn and a flexibility of approach to problems.
- are willing to contribute to the broader life of the school
- have a sense of humour