

## **Rickmansworth School**

<b>Job Description:</b>	Finance Assistant
<b>Salary:</b>	H5 pt 9 - 14 plus £1,045 pro-rata per annum Actual Salary: £25,45.95 to £27,511.21 incl. Fringe
<b>Hours:</b>	37 hours per week - Monday - Friday
<b>Line Manager</b>	Director of Finance and Business Operations
<b>Notice Period</b>	3 months

**Purpose of role:** To provide transactional processing and bookkeeping support to the finance team, focusing specifically on purchase orders, accounts payable, and the management of trips and catering services.

### **Main Responsibilities**

#### **Purchase Ledger:**

- Responsible for the full process of invoice and credit notes including processing and posting to the purchase ledger
- Ensure all invoices are processed accurately with respect to VAT, nominal codes, and authorisation and that invoices are scanned into the finance system
- Monitor and process reimbursements for GCSE and A-level Music students to parents and peripatetic teachers
- Make payments online or by phone using the school charge card, ensuring accurate recording of these transactions
- Prepare the BACS payment file and upload it to the Lloyds Commercial Banking Online system

#### **General Finance Duties:**

- Collaborate with the finance team on various general finance tasks, including:
  - Costing school trips and activities, including supply and insurance costs, for review by the Director of Finance & Business Operations, and assisting with the administration of school trips and activities
  - Performing general office duties, such as franking post, handling telephone enquiries, and addressing student queries
  - Liaising with students regarding catering account deficits and extending credit limits mainly during break and lunch times to ensure no student is denied a meal
  - Ensuring the school achieves the best value for money in purchasing decisions
  - Administering the online payment system (currently Access Finance)
  - Monitoring the joint finance inbox in collaboration with other finance team members, ensuring emails are addressed promptly
  - Answering staff queries related to budgets and finances
  - Performing other duties as required by the Director of Finance & Business Operations and Headteacher

### General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

### Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

### Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*

## Person Specification - Finance Assistant

E - Essential  
A - Application process

D - Desirable  
I - Interview process

	Essential / Desirable	Assessed via?
<b>Experience:</b>		
Experience of working in a school	E	A/I
Experience working in a similar Finance role	E	A/I
ICT literate – working knowledge of Google, Microsoft	E	A/I
<b>Qualifications and Training:</b>		
Good Literacy and numeracy – 5 GCSEs including mathematics and English or equivalent	E	A/I
A-levels, degree or equivalent in an accounts related subject	D	A
Hold a recognised accounting or book-keeping qualification such as AAT	D	A
First aid qualification (Level 3 First Aid qualification) or be willing to undertake this qualification	E	A
<b>Knowledge:</b>		
Effective time management skills and the ability to be responsive and efficient	E	A/I
Accurate, numerate and literate	E	A/I
Good interpersonal skills and the ability to communicate effectively both orally and in writing	E	I
Ability to prioritise workload	E	A/I
An understanding of data protection and confidentiality	E	A/I
<b>Aptitudes:</b>		
Ability to work independently and on own initiative	E	A/I
Good organisational and time-management and skills	E	I
Evidence of resourcefulness, thinking out of the box to contribute creatively with meaningful solutions to problems	E	A/I
Excellent written and oral communication skills	E	A/I
Accuracy and an eye for detail	E	A/I
Able to quickly establish positive working relationships with a wide range of people from within the School	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I
Committed to working as part of a team and significantly contributing to its effectiveness and success	E	A/I
Ability to create a professional and welcoming office environment for staff, students and visitors	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Positive outlook & ability to work under pressure	E	A/I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I

A clear educational vision and passion for English in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School’s sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I