



Job Description - Finance Assistant

Purpose of job:

Supporting the Finance Manager and working as part of a close-knit team to deliver a high-quality finance service to colleagues, parents and the wider school. The postholder will carry out a range of finance duties to ensure the day-to-day financial operations of the school run efficiently. This will include the running of the purchase ledger, placing orders for goods and services securing best values, processing purchase invoices and dealing with deliveries. It will also include monitoring budgets and raising invoices for the hire of the school's facilities.

The school is also looking at transitioning to a new finance system and the postholder will play a significant role in supporting this transition.

Line Manager:

- Finance Manager

Responsible to:

- Director of Finance and Operations (DFO)
- The Head

Other key relationships:

- Parents
- Pupils
- Colleagues
- Suppliers

Key financial responsibilities:

Purchase ledger

- Responsibility for the purchase order system, including raising orders and entering them onto the school finance system, supplier liaison
- Ensure invoices / credit notes are matched to the correct budget code and that purchases are within budget
- Ensure that school is getting 'best value for money' on all expenditure
- Verifying invoices and matching them to the order/delivery note before processing for payment
- Distribute orders to staff



- Process BACS payments to suppliers on a timely basis
- Process and upload staff expense claims onto the school finance system
- Reconcile and process the schools credit card expenditure
- Reconcile supplier statements with the purchase ledger on a regular basis
- Reconcile catering, cleaning, telephone and energy invoices and that they are in line with budgets set
- Monitoring of the school's bank accounts for compliance purposes and processing BACS payments

Budget Monitoring

- Provision of management information to budget managers, the Finance Manager and the DFO on a termly basis.
- Bring any significant variances to the attention of the DFO and Finance Manager

School Fees

- Assist the Finance Manager with all aspects of fee invoicing which includes elements of credit control, including provision of relevant and timely information.
- Liaise with different staff members in School to ensure all charges relating to trips, activities and extra costs are included within the fee invoices

Letting of School Facilities

- Assist the Operations Manager in administering the lettings contracts between hirers and the school, ensuring invoices are raised for the hire of facilities and payment is promptly received.

Other Finance

- For any cash / cheques received, ensure that this is reconciled, banked and entered onto the school finance system on a prompt basis
- Assist the Finance Manager in reconciling all bank accounts at least monthly
- Ensure all finance paperwork is filed correctly whether this is electronic or in hard copy
- Regularly check and respond as appropriate to the generic finance email address

Other responsibilities

Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school
- Communicate with colleagues with a 'can do' attitude
- Communicate with suppliers in a polite, helpful and efficient manner
- Communicate with debtor parents in an empathetic manner

Training



- To participate in in-service training as part of career development, in line with school needs and potentially train colleagues in systems and related areas

Teamwork

- To work as part of a close-knit Finance team, supporting colleagues and providing cover as necessary
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

Health and Safety

- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan
- Have regard to the health and safety of all children, staff, parents and visitors to the school
- Maintain a safe environment where children feel able to share safeguarding concerns

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

