

# Job Description

<b>Job Title:</b>	Finance Assistant
<b>Salary Range:</b>	Grade F
<b>Contract type:</b>	Part Time – 6 hours a week.
<b>Reporting to:</b>	School Business Manager

## Main Purpose

The Finance Assistant under the direction of the School Business Manager will

- Provide effective and efficient support to the School Business Manager.
- To manage day to day administration of finance and personnel.
- Work closely and in confidence with the School Business Manager and Headteacher.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard Child Protection Procedures.

## Financial and Personnel Admin

Duties will vary during the week depending on the needs of the school office however they may include:

- Using the Financial Management System (FMS) to place orders and pay invoices and budget balances as requested.
- Managing trips and events and invoicing for music tuition via ParentPay.
- Reconciling Breakfast Club and Twiglets registers.
- Counting cash and banking income for the revenue budget and School Fund accounts.
- Preparing cheques.
- Administering petty cash.
- Preparing invoices for lettings and chasing payments.
- Annually archive accounts and relevant associated paperwork.
- Maintaining the asset register.
- Monthly lettings invoicing.
- Recording staff absences and follow-up of Return to Work Forms.
- Providing financial information in readiness for reporting to the Governors.
- Any other duties deemed relevant to this post.
- Attend and act upon information provided from appropriate training courses.



- Any other duties commensurate with the duties/responsibilities/grade of the post.

### **Health & Safety and Data Protection**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the responsibility for protection of pupil and staff data.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

The Finance Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.