**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Finance Assistant**

Job Title: Finance Assistant

Responsible to: School Business Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Finance Assistant will be responsible for supporting the Finance team with the day to day running of school finances. The Finance Assistant reports to the School Business Manager and has responsibility for the following areas; purchase orders, school trips/payments, processing and reconciling a range of financial transactions.

**Specific Responsibilities**

**Purchase Orders**

* Manage the purchase order process ensuring all purchase orders are authorised by the relevant budget holder
* Enter all purchase orders received onto IRIS Financials and place orders for departments with Suppliers
* Set up supplier details on accounting system
* Advise site staff and reception of deliveries due to be received and manage goods received
* Reconcile delivery notes and invoices to purchase orders and prepare in readiness for processing
* Check and reconcile statements received
* File all invoices

**School Trips/Payments**

* Review trip budgets with the Group Leader (GL), and put the trip on ParentPay
* Upload all ParentPay transactions on a daily basis to PFM
* Resolve any ParentPay queries from parents and staff on a daily basis
* Download from PFM each trip payment sheet on a weekly basis and send to GL of relevant trip
* Chase any payments outstanding on a regular basis and update GL and pastoral of any bad payers to ensure students circumstances are followed up and assistance is given where possible
* Manage any payment arrangements agreed with parents and ensure the total trip cost is covered prior to the trip taking place
* Liaise with the Pupil Premium coordinator to ensure funding for those vulnerable students and account for it correctly
* Prepare and reconcile cheques and cash for banking
* Prepare and reconcile the credit card posting monthly
* Process trip refunds on ParentPay as and when required
* Process trip supplier invoices and prepare payments by BACS
* Send out activation letters to parents and staff
* Process, reconcile and bank charity monies received as and when required
* Prepare and review the Trip reconciliation with the School Business Manager after completion of the trip and ensure all funds are accounted for correctly.

**Lettings**

* Manage, administer and market the school to generate income through lettings hire platform
* Provide prospective hirers with a tour of the school facilities
* Undertake all administration of school lettings and other uses of school premises
* Ensure all lettings policies, lettings agreement and fire procedures for hirers are reviewed

and updated on an annual basis

* Review hire rates on an annual basis and advise hirers of change to rates
* Ensure all areas for hire are marketed and advertised on school hire website and the link updated on the school’s website

**Other**

* Process the month end bank reconciliation for the academies accounts in IRIS Financials
* Support the Finance team in administration of all financial matters
* Undertake main reception duties, answering routine telephone and face to face enquiries and signing in visitors when cover required.

The post holder may be required to perform duties other than those given in the job description for the post. 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.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Understanding of basic accounting principles | * Level 2 AAT |
| **Experience** | * Previous experience of working in a busy accounts department | * Previous experience in a free school or academy |
| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school * Knowledge of safeguarding requirements for working with children | * Working knowledge of IRIS Financials * Parent Pay * Knowledge of SIMS |
| **Skills** | * Excellent IT skills, intermediate Excel and Word * Good standard of numeracy and literacy * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * A good skill level of checking integrity of data * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of finance/school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player, collaborative worker * Self-motivated * Initiative * Proactive * Ability to contribute greatly to the wider life of the School * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….