



JOB DESCRIPTION

ASSISTANT FINANCE OFFICER

Job Holder:

Job Title: Assistant Finance Officer

Salary: KR5 - £20,801

Responsible to: Finance Manager

Contractual Hours: 25 hours per week, term time plus five INSET days

1. PURPOSE OF JOB:

- To undertake a range of financial procedures, working as part of the Finance team supporting the Finance Manager and Finance Officer to ensure the school meets its educational needs through robust business functions.
- To assist with the development and organisation of financial processes within the school to benefit student learning and teacher efficiency.
- To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To promote the highest standards of business ethos within the finance function of the school and ensure the most effective use of resources in support of the schools learning objectives.
- Provide an efficient and helpful service to staff, students, and parents.
- Implement school procedures/expectations.

2. PRINCIPAL ACCOUNTABILITIES:

- Manage the Finance Department email account daily.
- As directed by the Finance Officer, process all suppliers purchase requisitions, orders, invoices and staff expenses through the schools accounting system, Access Education Finance, ensuring correct financial control is applied.
- Liaise with suppliers to resolve any queries and delivery issues.
- Ensure that all new suppliers checks are carried out and authorised before being set up on the accounting system.
- Reconcile all supplier statements and follow up with any discrepancies.
- Assist the Finance Officer with management of the school cash office system, Scopay, investigate any discrepancies and respond to any queries raised by staff or parents.
- Support the Finance Officer with processing of charge card transactions ensuring all VAT receipts and authorisations are in place.
- Post all direct debits into the accounting system ensuring that all invoices and receipts are attached, obtaining correct authorisation.
- Process all income received on the bank statement that relates to Scopay, annual fund standing orders and post to the accounting system.
- Raise sales invoices and support the Finance Officer with reviewing the aged debtors report and implement debt management procedures where necessary.

- Assist in the preparation and posting of month end journals.
- Assist in other parts of the school business as directed by the Finance Officer, Finance Manager or Headteacher.

3. PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students.
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, telephone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and colleagues.
- Understanding of and commitment to safeguarding all students.

The Assistant Finance Officer should demonstrate the following essential skills, personal qualities and abilities:

- To work to a high level of accuracy.
- Effective use of information technology.
- Good organisational skills.
- Ability to 'think on one's feet'.
- A positive approach to problem solving.
- Use of e-mail and other electronic communication systems.
- Ability to liaise and communicate with a wide range of colleagues, students, parents and suppliers.
- Ability to work under pressure.
- Able to organise own workload.
- Enthusiasm.
- Able to maintain confidentiality.

Qualifications & Training:

- 5 A*-C GCSE or equivalent including English & Mathematics (essential).
- Competence in using Microsoft Office (essential).
- Studying towards a recognised accounting qualification (desirable).

Any relevant financial qualifications would be beneficial: Access Education Finance, Scopay.

Experience:

- Working in a busy, hectic environment.
- Working to tight deadlines.
- Coping with many projects at the same time.
- Working in a school (desirable).
- Working in a Finance environment (desirable).

4. JOB CONTEXT:

Work closely with: The Finance Manager and Finance Officer, staff – both teaching and support, students in all year groups and third party providers.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

The IT Technician must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher