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| **Contract:** Permanent, term time only (plus five inset days), 39 weeks per year  **Hours:** 37 hours per week, five days a week  **Responsible to:** Finance Department  **Salary:**  Kent Range 4  **Responsible to:** Assistant School Business Manager |
| **Job Purpose**  To contribute to the high quality financial service of the Finance team in all operational aspects in support of teaching and learning within the School. To conduct financial and contract administration in accordance with policy and strategic direction from the School Business Manager, liaising with the Assistant School Business Manager, Finance Assistant and internal departments as required. To deputise for the Assistant School Business Manager in her absence. |
| **Key Areas of Impact**  Strategic Direction:   * To assist in the finance team’s role in the development and implementation of a high quality financial service, compliant with Local Authority accounting regulations.   Finance Operations:   * To produce accurate and timely records of all transactions within the School’s financial management systems. * Monitor and reconcile the School’s bank accounts. * To generate accurate VAT records and reports in collaboration with our other Finance Assistant so that claims can be made in a timely fashion. * To prepare for year-end closedown, ensuring all systems and accounts are up to date and ready for year-end procedures to take place. * To monitor School income and to liaise closely with all educational visit organisers, as well as providing administrative and accounting support for visits. * To assist with the administrative and accounting support for School CPD activities. * To support the Assistant School Business Manager in the provision of core data input to all management accounting reports. * To ensure that compliance standards are maintained through the appropriate segregation and sharing of tasks.   Other:   * To monitor and ensure probity in the School’s financial software packages. * To contribute to Finance team tasking as directed by the Assistant School Business Manager, and the School Business Manager. |

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| **Additional notes:**  Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.  Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.  All staff are expected to contribute to the safeguarding and promotion of the welfare and care of children and young people with regards to area child protection and safeguarding procedures.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continues employment for any employee who develops a disabling condition.  This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
| **Knowledge and Skills:**  The Finance Assistant should demonstrate knowledge and understanding of the following:   * Appropriate School financial policy and practices * Financial and budgetary systems, and associated software * Financial procedures, cash handling and cash security * Mutual responsibilities of the Finance team * Microsoft Office components, especially Word, Excel and Outlook * Experience of school information management systems is desirable but not essential * Health and safety issues as they relate to a school environment.   Professional development   * Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available. * Maintain a professional portfolio of evidence to support the performance management process – evaluating and improving own performance. |
| **Personal Qualities:**  The ideal candidate will be enthusiastic, with excellent inter-personal skills and meticulous attention to detail.  You must be able to communicate with a wide variety of people and organisations and produce high quality work to tight deadlines whilst maintaining a sense of humour.  Good organisational skills are crucial and you will need to be methodical and committed to the success of our School. |