

**Ripplevale School**

**Finance Assistant**

**Job Description**

**Name of Post Holder:**

**Post Purpose:** *To assist in ensuring the smooth day-to-day running of the finance function and support the Bursar in accurate financial management and reporting using the appropriate accounting software and associated applications.*

**Responsible to:** Bursar

**Responsible for:** None

**Liaising with:** Senior Leadership Team, Senior Administrator

**Working time:** Monday to Friday

 **Main Responsibilities and role:**

1. To be responsible for accurate data input and analysis using Xero accounting software and other commercial systems
2. Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues
3. Co-ordinate, monitor and process expenses from School credit cards and reconcile credit card statements.
4. Support Bursar to prepare the monthly management reports, including the profit and loss account, balance sheet, analytical commentary, quarterly forecast and any other information relevant.
5. Prepare the month-end general ledger reconciliations
6. Petty cash administration, management and reconciliation.
7. Give administrative support to the Bursar
8. Liaising with Local authorities on accounts receivable process, including the raising of termly fee invoices, review and collection of outstanding debts in accordance with credit control policy.
9. To be responsible for accuracy and completeness of fixed assets register, accrued expenses, prepayment and all general ledger accounts.
10. Liaise and cooperate with both finance and non-finance staff in meeting daily objectives for effective running of the school.
11. Assisting the bursar in providing the auditors with required information and documentation

**Mentoring, Training and Development**

* Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
* Participate in supervision meetings
* Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop
* Participate in and provide staff training within areas of responsibility and experience.

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| Other* Any other duties required by the Bursar or Senior Leadership Team that fall within the responsibilities of the post.
* At all times carry out duties with due regard to the school’s Health and Safety Policy.
* To work within and encourage the school’s Equal Opportunities Policy and contribute to diversity policies.
* Be aware of and comply with the procedures relating to safeguarding, learner protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
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* Set a good example in terms of dress, punctuality and attendance and uphold the School’s behaviour code and uniform regulations;

**Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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| Signed | Name | Designation | Date |
|  |  |  |  |
|  | Jane Norris | Headteacher |  |