

# FINANCE ASSISTANT

**School:** Nexus School, Tonbridge  
**Job Title:** Finance Assistant  
**Reports to:** School Business Manager  
**Hours:** 37 hours per week, Term-Time only  
**Salary Range:** Kent Range 4



## JOB DESCRIPTION

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### Purpose of the Job:

- To assist in ensuring the smooth day-to-day running of the finance function and support the Finance Officer and School Business Manager in accurate financial management and reporting using the appropriate accounting software and associated applications.

### Key Duties and Responsibilities:

- To maintain and adhere to financial systems and procedures in accordance with KCC financial regulations.
- To monitor expenditure and raise purchase orders with the correct coding allocation.
- To place orders on-line using the school's purchase card and to support the Finance Officer reconcile the monthly statement.
- To distribute received orders and process the relevant paperwork.
- To allocate all supplier invoices and processing them through the school's finance system.
- To support the Finance Officer manage supplier relationships by ensuring all invoice queries are dealt with efficiently and that all supplier statements are reconciled on a monthly basis.
- To support the Finance Officer with the processing of the daily bank transactions, ensuring all entries are accurately entered and accounted for.
- To raise ad-hoc invoices as required.
- To support the budget managers with accurate and timely information on their budget spend and available balances.
- To maintain the school's Asset Register by including new purchases as required.
- Support the Finance Officer with monthly reconciliations of key budget areas and Income accounts.
- To liaise with the school's recruitment agencies to confirm the weekly bookings and requirements.
- To ensure all agency staff are registered and allocated accordingly, including the raising of purchase orders, checking timesheets, and processing invoices.
- In the absence of the Finance Officer, to monitor the Finance email inbox regularly and action as required.
- To be aware of and adhere to school policies and procedures.
- To undertake training as required.
- To carry out any other comparable duties.

Specific duties are likely to vary from time to time and will be fully reviewed annually alongside the remainder of this job description.

**All members of staff are responsible for promoting and safeguarding the welfare of all children and young people and expects all staff to share this commitment.**

**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

Signed by Line Manager:

Date:

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Signed by employee:

Date:

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE grade 9-5 in English and Mathematics</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Significant experience in administration and finance is essential.</li><li>• Experience of working in a school environment including the use of SIMS and FMS is desirable</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Strong numerical skills</li><li>• Accurate with strong attention to details</li><li>• Keyboard skills applied with precision and speed</li><li>• IT literate, proficient in Microsoft Packages such as Word, Excel and PowerPoint</li><li>• Ability to communicate a range of financial information both verbally and in writing with all staff and stakeholders</li><li>• Ability to prioritise own workloads, work well under pressure and work to strict and multiple deadlines</li><li>• Ability to work as part of a team</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of accounting and financial procedures – <b>Essential</b></li><li>• A basic knowledge of the financial workings of a school – <b>Desirable</b></li><li>• Knowledge of budget monitoring, account reconciliation, and experience of producing standard financial reports - <b>Essential</b></li><li>• User knowledge of FMS6 system or other accounting and budgeting software - <b>Desirable</b></li><li>• Awareness of School Record Retention, GDPR and Health and Safety policies as applicable to the role - <b>Desirable</b></li></ul>
<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Ability to show sensitivity and objectivity in dealing with confidential issues.</li><li>• Always act with honesty and integrity.</li><li>• Be able to remain professional at all times of pressured situations.</li><li>• Demonstrate resilience and a problem-solving approach with a positive attitude.</li><li>• Willing to be adaptable and flexible to suit the school needs.</li><li>• Be self-motivated and able to work independently with minimal supervision.</li><li>• Willing to provide and receive feedback to identify areas of personal development or process improvements.</li></ul>