**JOB DESCRIPTION**

**Job Title:**  Finance Assistant

**Working Pattern:** 16 hours across 3 days, to include Monday and Wednesday afternoons until 4.30pm

39 weeks per year (term time + inset days)

**Contract:** Fixed Term for 1 year

**Salary Scale:** KR4

FTE - £21,389 - £22,493

Pro-Rata Salary - £7,785 - £8,224 dependant on experience

**Reports To:** Headteacher

Main Purpose:

To undertake specific finance support responsibilities to ensure the efficient and effective use of the school’s budget.

Key Duties and Responsibilities

* Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, managing petty cash, banking cash, issuing receipts and dealing with supplier issues
* Enter income and expenditure on the finance system
* Monitor monthly budgets and highlights/flags senior staff on variances
* Produce a range of financial information and data for the senior leadership team
* Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account
* Maintain records of free school meals and undertake related financial administration in accordance with KCC financial regulations
* Process travel and subsistence claims
* Assist with school lettings
* Collate VAT returns and payments
* Receive and record monies from pupils and parents / carers
* Check incoming stock deliveries and arrange for distribution and storage

Other Duties

* Assist in responding to phone calls, emails, and visitors to the School Office where necessary
* Support day-to-day assistance to students and staff to provide efficiency in the school day
* Respond to and assist with ad-hoc queries and requests from Headteacher and staff

*This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

*These duties may be amended at any time to meet the changing demands of the school at the discretion of the Head Teacher after consultation with the post holder, without change to the level of responsibility appropriate to the grade of post.*