 **Sir Roger Manwood’s School**

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[www.manwoods.co.uk](http://www.manwoods.co.uk)

Finance Assistant

**Job Description**

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| Summary of Job | To provide finance support and administration, assisting the Finance Manager and School Business Manager in the day-to-day running of the School’s\* accounts, including budget preparation |
| Reporting To | Finance Manager / School Business Manager |
| Salary  | Kent Range 5-6 |
| Working Time | 22.5 hours per week |
| DBS | Enhanced with list check |
| Date  | June 2023  |
| **Outline of main responsibilities, purpose and tasks*** To ensure the School’s finance and accounting system – currently, PS Financials – is maintained accurately
* To ensure compliance with legal and regulatory frameworks, in conjunction with the Finance Manager
* To process orders, and in so doing, to ensure best value by price- and sense-checking
* To manage the BACS and cheque payment systems
* To raise and process invoices for payments due to the School
* To be responsible for processing incoming payments, including receiving, counting and banking cash and cheques, as well as electronic payments
* To manage the petty cash and float system
* To perform month-end routines, including VAT returns
* To provide reports and other administrative support to the Finance Manager and School Business Manager
* Where circumstances necessitate, to provide cover in the Front Office as part of the Administration Team
* To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager or Finance Manager
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