Sandling Primary School

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**Job Description & Person Specification**

**Finance Assistant**

**(This post in subject to DBS checks)**

**Last updated: May 2025**

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| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **School Business Manager & Headteacher** |

**Purpose of the Job:**

To provide general finance administrative support to facilitate the efficient and effective use of the school’s budget.

**Key duties and responsibilities:**

1. Place and process orders and invoices

2. Check incoming stock deliveries and arrange for distribution and storage

3. Arrange payment of invoices for stocks, including checking supplier statements

4. Maintain records of free school meals and undertake related financial administration, in accordance with KCC financial regulations, such as catering returns

5. Responsible for petty cash and banking of cash

6. Enter income and expenditure on the finance system.

7. Receive and record monies from pupils and parents / carers relating for example to school visits, uniform sales and photographs

8. Update the management information system with staff absence

9. Obtain quotes and organise travel arrangements for school trips

10. Administration of the school milk scheme.

Individuals in this role may also undertake some or all of the following:

1. Undertake other administrative support duties, such as reception duties

2. Collate VAT returns and payments.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1Kent County Council

Person Specification: Finance – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Working at or towards relevant Business and Administration national occupational standards (NOS) that underpin qualifications at Level 2. |
| **EXPERIENCE** | Some experience of working in an office environment and financial procedures. |
| **SKILLS AND ABILITIES** | * Must be numerate * Must be computer literate and had other office experience. * Must be aware of or willing to learn KCC Financial Regulations and other relevant school policies. * Must be able to communicate basic financial information to teachers, other staff and external suppliers. * Ability to prioritise own workloads and to work to deadlines is essential. |
| **KNOWLEDGE** | * Knowledge of procedures for updating finance systems, processing orders and invoices, school and KCC financial processes/procedures |