



Newington Community Primary School

Job Description Finance Assistant

Salary: Coastal Academies Trust (CAT) Band Grade 3 Point 11

Hours: 37 hours per week, Monday to Friday, term time only plus 5 inset days plus 1 week to be worked in the summer holidays

Responsible to: School Business Manager

MAIN PURPOSE OF THE JOB

To support the School Business Manager in providing an effective and efficient financial reporting system to enable the school to manage its financial obligations and set strategic long term financial plans.

Key Responsibilities

FINANCE

- To work with the School Business Manager in relation to raising purchase orders as required, ensuring correct coding is used.
- To ensure that all deliveries are received in relation to the purchase orders raised and coordinate the Site Team in the distribution of the items around the school.
- To process purchase invoices received, matching to purchase orders as necessary, and ensuring correct ledger codes are used when posting them to the school's finance system.
- To raise sales invoices for chargeable activities at the school (eg lettings) and for pre-school non funded additional time.
- To follow up the sales invoices and chase any outstanding debts.
- To ensure that all invoices are scanned and filed electronically according to the school policy and deleted when required as per school retention policy.
- To set up and record attendance at the School's Wrap Around Care provision, ensuring that parents and carers are charged in accordance with the scheme of charges and that outstanding debts are followed up.
- To prepare weekly BACs runs to suppliers
- To input all receipts from school activities to the school accounting system, ensuring correctly coded as per annual budget.
- To set up online payment requests for parents for school trips, activity days etc, and collate receipts.
- To ensure that all cash is recorded and securely stored, and is promptly banked.
- To carry out analysis of accounts (e.g. educational visits) on an ad hoc basis or as requested by the School Business Manager.
- To support the School Business Manager during internal and year end audit visits
- To support the School Business Manager and HR Manager in the preparation of monthly payroll tasks as required.

ADMIN SUPPORT

- To support the admin team with general admin and reception duties within the school office.
- Greet parents and pupils, and provide help where required, seeking clarity or advice from Classroom Staff if necessary.
- Greet visitors, ensuring that the School's security protocol is adhered to and that all visitors are made aware of safeguarding and emergency procedures.
- Answer and direct incoming calls
- Contact parents when necessary, eg child's sickness
- Be aware of the School's calendar of events so queries from parents and other members of the school's community can be answered.
- Maintain confidentiality when communicating with parents and visitors to the school.
- To communicate to Classroom staff changes to collection arrangements for pupils each day.
- Comply with school policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

OTHER SPECIFIC DUTIES/ REQUIREMENTS

- Any other finance/ admin duties as deemed necessary by the School Business Manager or Headteacher

Finance Assistant
PERSON SPECIFICATION

PERSONAL
<ul style="list-style-type: none"> • Attendance – evidence of regular attendance at work • Reliable and punctual • Smart, professional appearance • Flexible with working hours, if necessary • Resourceful, patient and resilient. • Calm, unflustered manner. • Be well organised • Ability to work in a team and alone. • Flexible approach to supporting children and families. • Ability to maintain a professional manner in challenging situations. • Recognise the need for confidentiality • An understanding of, and commitment to, equal opportunities, and the ability to apply this to strategic work and day-to-day situations • Willingness to undertake training as and when required • Enjoys working within education • A friendly manner and good sense of humour
COMMUNICATION
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to liaise with different groups of stakeholders • Ability to communicate with all stakeholders in a calm manner • Accurate record keeping • Computer literate
QUALIFICATIONS AND TRAINING
<ul style="list-style-type: none"> • GCSE or equivalent in English • GCSE or equivalent in Mathematics • IT experience • Finance Experience/ Qualification
KNOWLEDGE /SKILLS
<ul style="list-style-type: none"> • Knowledge of a range of financial processes - ie invoice processing, bank reconciliations • Knowledge of IT packages • Awareness of retention and data protection procedures and policies • Feels confident in carrying out tasks detailed on job description • Have a good understanding of the influence of personal behaviours, demonstrating a flexible, calm approach to people and situations • To have the ability to prioritise and time manage • To possess excellent interpersonal skills • Able to work under pressure • Able to use initiative and work unsupervised • Able to meet deadlines
OTHER SPECIAL CONSIDERATIONS
<ul style="list-style-type: none"> • No adverse criminal record. • Flexibility in work patterns may be required occasionally.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	