

## **Job Description: Finance Assistant**

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**Name:**

**Grade:** Kent Scheme C KSC

**Responsible to:** Business Manager

### **Purpose of the Job:**

To undertake specific finance support responsibilities to ensure the efficient and effective use of the school's budget. To support the Business Manager with administration and general office duties.

### **Key duties and responsibilities:**

1. Undertake a range of financial procedures, including placing orders, invoicing, banking cash, issuing receipts and dealing with supplier issues.
2. Assist with preparing the draft annual budget and financial plans.
3. Report Data Breaches and liaise with DPO to complete public access requests. Attend training and briefing sessions to keep up to date with legislation.
4. Produce a range of financial information and data for the business and senior leadership team.
5. Receive and record monies from pupils and parents / carers and manage petty cash.
6. Process orders and approve payments ensuring correct financial control is applied.
7. Reconcile accounts in absence of Business Manager.
8. Assist with adhering to financial regulations and audit requirements.
9. Complete personnel documents for staff changes and absence claims.
10. General admin duties to assist business team when required.

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

1. Undertake other support duties such as reception, dealing with correspondence, filing and word processing.
2. Process travel and subsistence claims.
3. Assist with school lettings.

**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.

## Person Specification: Finance Assistant

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Min GCSE Maths and English C or above</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• General experience of working in a finance and admin role.</li><li>• Experience of working in a school would be advantageous</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Keyboard skills, applied with precision and speed.</li><li>• Communicates basic financial information to teachers, other staff and external suppliers.</li><li>• Literacy and numeracy skills.</li><li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows 10 package and basic spreadsheet and database functions.</li><li>• Familiarity with FMS and Arbor would be beneficial</li><li>• Ability to organise and prioritise workload to achieve deadlines.</li><li>• Ability to communicate basic financial information to teachers, other staff and external suppliers.</li><li>• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.</li><li>• Ability to investigate queries and anomalies when required.</li><li>• Ability to operate computerised and manual filing systems and to make improvements where necessary.</li><li>• Ability to process and maintain financial records.</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring.</li><li>• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.</li><li>• Knowledge of current Data Protection Regulations</li><li>• Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol.</li></ul>