

## The Folkestone School for Girls - Job Description

### Finance Assistant

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

<b>Post Title:</b>	<b>Finance Assistant</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	To provide financial and administrative support to the Finance Department
<b>Reporting To:</b>	Finance Manager
<b>Liaising With:</b>	Finance Manager, Finance Officer, any other relevant staff and external agencies as required.
<b>Contract Type:</b>	18 hours in term time plus inset, plus two weeks (pro rata) But flexibility for the right candidate
<b>Disclosure Level:</b>	Enhanced
<b>FSG Scheme</b>	Band 3
<b>Main/Core Duties</b>	
<b>Main Duties</b>	<ul style="list-style-type: none"><li>▪ To assist the Finance Officer as required in all tasks associated with the school accounts.</li><li>▪ To be responsible for the procedure of ordering goods and obtain budget holder's signature to invoices.</li><li>▪ To liaise with external suppliers to provide the school with best value for money for all transactions.</li><li>▪ To assist with BACs payments.</li><li>▪ To assist with reconciliation of petty cash in accordance with the school procedures,</li><li>▪ To assist with the banking of monies and making appropriate records of transactions.</li><li>▪ To be responsible for posting all Wisepay transactions in the finance system SAGE.</li><li>▪ To be responsible for the administration relating to locker keys. To undertake the distribution and replacement of keys for student lockers and to maintain an adequate key stock.</li><li>▪ To be confident using the online payment system, Wisepay, and to assist the Finance Officer in various tasks. To be able to answer queries from parents regarding their Wisepay accounts.</li><li>▪ To order stationery items for the finance department as necessary.</li><li>▪ To assist the Finance Manager as and when necessary.</li><li>▪ To undertake cover for other members of the Finance team.</li></ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"><li>▪ To undertake training as necessary.</li><li>▪ To follow procedures with regard to evacuation and emergency procedures.</li><li>▪ To take reasonable care of his/her own health and safety and that of others who may be affected.</li></ul>

	<ul style="list-style-type: none"> <li>▪ To engage actively in the performance management review process and to undertake reviews as required.</li> <li>▪ To continue personal development as agreed at your PMR.</li> <li>▪ To address the appraisal targets set by the line manager.</li> <li>▪ To carry out duties as outlined in the targets set each year.</li> <li>▪ To undertake any other duty as specified by the Finance Manager or SLT and not mentioned in the above.</li> <li>▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>▪ To adhere to the School's policies.</li> <li>▪ To promote actively the School's corporate policies.</li> <li>▪ To inform the Estates Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>▪ To show a record of excellent attendance and punctuality.</li> </ul>
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Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder: .....

#### **Job Description Reviewed**

Signature of Post Holder: .....

Signature of Appraiser:.....

Date: .....

#### **Office Use:**

Signature of Personnel Manager: .....

Date: .....