



<b>Job title:</b>	Finance Assistant
<b>Main purpose of job:</b>	To assist in ensuring the smooth day-to-day running of the finance function and support the Bursar in accurate financial management and reporting using the appropriate accounting software and associated applications.
<b>Position reports to:</b>	Bursar
<b>Responsible for:</b>	None
<b>Liaising with:</b>	Senior Leadership Team, Administration Team
<b>Location:</b>	Ripple
<b>Disclosure level:</b>	Enhanced

#### Main Responsibilities and Role

- To be responsible for accurate data input and analysis using Xero accounting software and other commercial systems
- Processing transactions including purchase ledger, sales ledger, nominal ledger, bank posting; and helping resolve any related issues
- Co-ordinate, monitor and process expenses from School credit and payment cards and reconcile same
- Prepare the month-end general ledger reconciliations
- Petty cash administration, management and reconciliation
- Financial administrative support to the Bursar and SLT as required
- Liaising with Local authorities on accounts receivable process, including the raising of termly fee invoices, review and collection of outstanding debts in accordance with credit control policy
- To be responsible for accuracy and completeness of fixed assets register, accrued prepayment and all general ledger accounts
- Liaise and cooperate with both finance and non-finance staff in meeting daily objectives for effective running of the school
- Assisting the Bursar in providing the auditors with required information and documentation
- Answer telephone enquiries in relation to financial queries
- Reviewing and managing the cash card system and training new staff on how to use the system
- During school holiday cover reception and calls if necessary
- Assisting with leasing contracts with various suppliers
- Utility contracts
- Purchasing orders and management
- Other duties as required to support Bursar in finance site management

### **Training and Development**

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Participate in staff training within areas of responsibility and experience.

### **General Duties**

- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Safeguarding**

- To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School's Safeguarding Policy which contains the names and points of contact for all relevant agencies.
- To participate in all Safeguarding training required by the school.
- To immediately report any incidents of a Safeguarding nature to the school's Designated Safeguard Lead, the Headteacher or the Directors.

**Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.**

### **Signatures**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Signed</b>	<b>Name</b>	<b>Date</b>	<b>Designation</b>
			Finance Assistant
			Headteacher

