



The staff at our school are valued and are expected to embrace our Christian values of Care – Learn – Forgive. We use the parable of the mustard seed to promote these Christian values which, in turn, will help staff to grow, flourish and be responsible and reflective individuals. This job description and person specification provides expectations for staff so that they will have a successful and rewarding experience at Platt and ensure that the children in their care are able to learn how to 'live life in all its fullness'.

School: Platt C of E Primary School
Grade: KSB* (previously KR4)
Responsible to: Headteacher

Purpose of the Job:

To undertake specific finance support responsibilities to ensure the efficient and effective use of the school's budget.

Key duties and responsibilities:

1. Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues, check incoming stock deliveries and arrange for distribution and storage
2. Monitor monthly budgets and highlights/flags Headteacher on variances
3. Produce a range of financial information financial and data for the Headteacher and senior leadership team
4. Receive and record monies from pupils and parents / carers (trips, uniforms, photographs)
5. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
6. Collate VAT returns and payments.

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

1. Undertake other support duties such as reception, dealing with correspondence, filing and word processing
2. Assist with school lettings.
3. Maintain records of free school meals and undertake related financial administration, in accordance with KCC financial regulations, such as catering returns, holiday vouchers

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 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.

	CRITERIA
QUALIFICATIONS	Level 2 Diploma (or equivalent).
EXPERIENCE	General experience of working in a finance role, ideally in a school setting.
SKILLS AND ABILITIES	<p>Keyboard skills, applied with precision and speed Communicates basic financial information to teachers, other staff and external suppliers.</p> <ul style="list-style-type: none"> • Keyboard skills, applied with precision • Literacy and numeracy skills • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions • Ability to organise and prioritise workload to achieve deadlines • Ability to communicate basic financial information to teachers, other staff and external suppliers • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information • Ability to investigate queries and anomalies when required • Ability to operate computerised and manual filing systems and to make improvements where necessary • Ability to process and maintain financial records • Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages • Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol • Knowledge of systems such as FMS6 and SIMs