**Job Title:** Finance Assistant, Voluntary Fund and School Visits

**Reports to:** Finance Director

**Grade:** Kent Grade C, £25,252 full-time equivalent

**Date:** September 2025

**Hours:** Full or part-time

**Purpose of Job**

* To run the financial operation of all school trips and visits in accordance with school policies.
* To manage the school’s voluntary fund financial operation in accordance with Trust and school policies and with due regard to the Academies Financial Handbook.
* To carry out other administrative tasks in order to assist in the smooth, efficient running of the Voluntary Fund, finance of school trips, visits and events.

**Principal Responsibilities**

**Educational Visits Administration**

* Assist staff with the completion of the Visit Financial Costings (VFC) forms for school trips and visits, including obtaining all necessary signatures for approval.
* Liaise with the School Office regarding letters for trips to ensure accuracy of information sent to parents/carers with regard to trip funding.
* Keep an accurate record of the profit and loss of each trip or school activity and be able to produce detailed evidence of such for audit.
* Monitor payments on ParentPay regarding trips and ensure payment deadlines are met, liaising with trip leaders to chase all outstanding payments.
* Work with the Educational Visits Coordinator (EVC) and Educational Visits Assistant (EVA) with regard to receipt and input of accurate financial information for trips. Liaise with parents/carers and staff where queries arise.
* Liaise with all travel providers and staff at all stages of trip organisation to ensure all relevant financial paperwork is monitored and checked for accuracy and invoices are paid.
* Keep a diary of minibus bookings and all paperwork regarding usage.
* Allocate phones and first aid packs for trips and keep a record.
* Reconcile all trips in IRIS FINANCIALS and ensure accurate records are maintained.

**Finance**

* Ensure effective financial operation of the school Voluntary Find (VF) and school ParentPay account, including:
  + Assist staff with completion of Purchase Orders for the VF
  + Enter data for expenditure and income including petty cash, invoices and payments on the school accounting system, IRIS FINANCIALS, ensuring high levels of accuracy and integrity
  + Code invoices for authorisation by the Finance Director
  + Check incoming goods and invoices for accuracy
  + Organise cheque printing and timely payment of suppliers
  + Ensure VF deliveries to the school reach the correct recipients safely
* Place orders for services and supplies for VF once authorised by the Finance Director or relevant budget holder
* Check, update and maintain the Pupil Premium database liaising with staff regarding financial assistance for students in conjunction with the Senior Finance Assistant
* Production of accurate and timely reports required to produce the monthly, quarterly and annual accounts
* Respond to all requests for information from the auditor for year-end audit for the Voluntary Fund and prepare the Voluntary Fund year-end close in conjunction with the Senior Finance Assistant
* Reconcile and submit the annual Giftaid report to HMRC on behalf of the Voluntary Fund
* Deputise enquiries and procedures for the Senior Finance Assistant when required
* Undertake regular checks to ensure accurate data on IRIS FINANCIALS and ParentPay
* Accurate and timely filing of all financial records for the Voluntary Fund - to keep all agreed computer and paperwork accounts records meticulously
* Assist in maintaining the Finance team’s central filing system archiving/ destroying documents as necessary according to the document retention requirements
* Produce reports where necessary and assist in any financial investigations

**Other duties**

* Respond to general queries from customers and stakeholders (e.g. students, parents/ carers, budget holders), ensuring that all queries are dealt with effectively in order to maintain an efficient service
* Undertake other routine administrative duties and deal with correspondence as directed.

**Agreed by: Approved by:**

VacancySharon Pritchard, Headteacher

**Date:**  **Date:**