

## Finance Assistant

School: The Orchard School

Salary: KSC

Hours: 37 hours per week, Term Time only + 5 CPD days

Responsible to: Business Manager

Location: Canterbury, Kent

### Job Purpose

You'll support the day-to-day financial operations of the school, including processing orders and invoices, monitoring expenditure, supporting budget management, and working closely with colleagues across the school. Accuracy, organisation and good communication are essential.

### Key Responsibilities

- Placing orders, receiving and checking goods delivered.
- Checking and processing all invoices for goods and services received
- Reconciling all school credit card payments and processing through accounting system ready for bank reconciliation
- Maintaining Purchase ledger, checking statements to ensure that suppliers have received payment within their term received payment for goods/services they have supplied
- Processing BACS runs ready for authorisation, sending remittance advises by email/post
- Input and reconciliation of Petty Cash
- Bank reconciliations including accurate and timely posting of Direct Debit and receipts into the bank onto the accounting system
- Produce a range of financial information and data for the SBM
- Assisting the School Business Manager with preparation and scheduled year end accounts
- Maintaining and auditing asset register
- Front office cover as required
- Ensuring all procedures conform with compliance requirements
- Model and uphold the school rules: Ready – Respectful – Safe, in all interactions
- Promote and reflect the school values: Trust, Belonging, Aspiration, Voice, Pride and Curiosity
- Participate in supervision, CPD and reflective practice to continually grow in the role

# The Orchard School – Job Description



## General Responsibilities

- Maintain confidentiality and professionalism at all times
- Work in accordance with all school policies including Safeguarding, Health & Safety and Equality
- Support the safeguarding and welfare of all pupils
- Undertake any other duties which may be reasonably directed by the Headteacher or leadership team

Please refer to the Person Specification for further details of the essential and desirable criteria for this role.