

SHEERNESS WEST FEDERATION

JOB DESCRIPTION



JOB TITLE:	Finance & HR Assistant
REPORTING TO:	Finance & HR Officer
GRADE:	KSA
HOURS/WEEKS:	30 hours per week - 39 weeks per year
SITE:	Sheerness West Federation

PURPOSE OF THE JOB:

To provide general finance administrative support to facilitate the efficient and effective use of the school's budget. As a member of the federation Finance & HR Team, be an active member in providing an efficient and robust service to our schools.

Key duties and responsibilities:

1. Place and process orders following The Sheerness West Federation processes and procedures.
2. Check incoming stock deliveries and arrange for distribution and storage.
3. Process invoices on system, ready for payment, including checking supplier statements.
4. Counting of monies ready for processing by the Finance & HR Officer
5. Banking monies weekly, accompanied by a member of the federation team.
6. Collate paperwork for reconciliation of monthly Onecard (purchase card) statements.
7. Assist the Finance & HR Officer with general stock, distributing supplies to classes and carrying out an inventory when necessary.
8. Enter income and expenditure on the finance system, as directed by the Finance & HR Officer/Schools Business Leader
9. Updating the SWF Asset Register System.
10. Assist the HR & CPD Manager with recruitment.
11. Assisting any member of the Finance & HR Team when required.
12. Oversee the SWF Finance email account.

PERSON SPECIFICATION

FINANCE & HR ASSISTANT

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	A satisfactory level of education with sound literacy and numeracy skills
EXPERIENCE	Some experience of working in an office environment and financial procedures.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Must be numerate.• Must be computer literate and had other office experience.• Must be aware or prepared to learn and adhere to KCC Financial Regulations and other relevant school policies.• Must be able to communicate well with others.• Ability to prioritise own workloads and to work to deadlines is essential.• Have a “can do” attitude and a flexible approach.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of procedures for updating finance systems, processing orders and invoices, school and KCC financial processes/procedures is desirable but not essential.