



WOODLANDS PRIMARY SCHOOL

JOB DESCRIPTION: Finance/ Admin Assistant

Responsible to: School Business Manager

The Finance/ Admin Assistant will be directly responsible to the School Business Manager.

Job Purpose

Assisting the School Business Manager with all aspects of the development and effective operation of the finance function within the School.

Operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash (limited) and the reconciliation of transactions.

Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services.

Undertaking general office, reception and administrative duties.

The key duties of this post will generally include:

Finance

- Provide efficient finance and administration assistance to the School Business Manager.
- Assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income, payroll information, accessing and producing reports for budget holders.
- Set up new suppliers.
- Process orders ensuring sufficient funds are available beforehand; receive delivered goods and process invoices/credit notes including sales invoices/credit notes.
- Process payments following required authorisation and ensure BACS payments signed by the relevant signatories.
- Ensure the safe receipt, handling and banking of monies and cheques received.
- Assist budget holders raising orders and ensuring best value for money.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required.
- Reconcile month end; process bank statement/ one-card transactions and raising journals.
- Assist in setting up and maintaining of archive files and historical data.
- Assist in transferring data safely when database systems introduced or changed.

- Keep stock of stationery, raise orders and distribute around the school.
- Work alongside the Office Manager and trip lead on trips/visits; arrange bookings, payments and process details on Evolve.
- Cover the main office each day.

The duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate, reasonable additional duties, including supporting other professional support staff teams within the context of the job skills and grade.

PERSON SPECIFICATION FOR: Finance Assistant

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (A*-C) or equivalent, in English and Maths • Experience of working in a busy office environment • Previous finance/ accounting and administration experience (at least one year)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills • Computer literacy – ability to produce a range of accurate documents and standardised reports using SharePoint; excel and word • Ability to organise and prioritise workload to achieve deadlines • Ability to build and form good relationships with colleagues and pupils • Ability to work constructively as part of a team (Business team) understanding schools roles and responsibilities including own • Ability to communicate basic financial information to teachers, other staff and external suppliers • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils and suppliers/ contractors
KNOWLEDGE	<ul style="list-style-type: none"> • Working knowledge of SIMS FMS financial system • Knowledge of computerised and manual filing systems • Working knowledge of relevant legislation ‘Schools Financial Value Standard’. • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety

Woodlands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.

Signed:

Date: