

JOB DESCRIPTION

**JOB TITLE:** Finance Assistant

**ACCOUNTABLE TO:** Finance Officer

**JOB PURPOSE:**

To provide general finance administrative support to facilitate the efficient and effective use of the school’s budget.

To be based at The Holmesdale School with some duties required at The Malling School.

**KEY TASKS**

* Place and process orders and invoices.
* Check incoming stock deliveries and arrange for distribution and storage.
* Arrange payment of invoices for stocks, including checking supplier statements.
* Maintain records of free school meals and undertake related financial administration, in accordance with KCC financial regulations, such as catering returns.
* Responsible for petty cash and banking of cash.
* Enter income and expenditure on the finance system.
* Receive and record monies from pupils and parents / carers relating for example to school visits, uniform sales and photographs.
* Undertake other administrative support duties, such as reception duties.

**General**

* Flexibility to work across multiple schools
* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others
* Assist with other general duties deemed necessary by your Line Manager.

**Health & Safety**

* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed: …………………………………………… Date: …………………

Signed: …………………………………………. Date: ………………….

Headteacher