

**Job Title: Finance Assistant**

**Reports to: Finance Manager**

**Grade: KR4 £17,498 (full-time)**

**Date: May 2019**

**Contract: 37 hours per week (5 days), 41 weeks per year (term time + 2 weeks)**

**Purpose of Job**

Working with the Senior Finance Assistant and Finance Manager to:

* run the day to day financial operation of the school in accordance with Trust and School policies and with due regard to the Academies Financial Handbook.
* carry out other administrative tasks in order to assist in the smooth, efficient running of the Finance Office, with particular emphasis on the Voluntary Fund, administration of school trips, visits and events.

**Principal Responsibilities**

Finance

* Ensure effective financial operation of the school Voluntary Find (VF) and school ParentPay account.
* Place orders for services and supplies for VF once authorised by the Business Manager or relevant budget holder.
* Check, update and maintain the Pupil Premium database liaising with staff regarding financial assistance for students.
* Assist staff with completion of Purchase Orders for the VF.
* Code invoices for authorisation by the Finance Manager.
* 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.
* Enter data for expenditure and income including petty cash, invoices and payments on the school accounting system, FMS, ensuring high levels of accuracy and integrity.
* Produce the accurate and timely reports required for the monthly, quarterly and annual accounts.
* Deputise routine enquiries for the Senior Finance Assistant when required.
* Undertake regular checks to ensure accurate data on FMS and ParentPay.
* File all financial records for the VF accurately and promptly. 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.

Educational Visits Administration

* Assist staff with the completion of Visit Proposal 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.
* Input and monitor all school trips and visits through the Evolve database and ensure all details are kept up to date.
* Monitor payments on ParentPay regarding trips and ensure payment deadlines are met.
* Work with the Educational Visits Coordinator with regard to daily receipt of Parental Consent Forms. Liaise with parents/carers and staff where forms are missing.
* Liaise with travel providers and staff at all stages of trip organisation to ensure all relevant paperwork and administration is covered, inclusive of: checking all passport details are correct, preparation and distribution of Google forms, ensuring risk assessments have been completed, ensuring invoices are correct and generating payment.
* Prepare all trip paperwork for sign-off by trip leaders for final approval both in-house and Kent.
* Prepare FSM tickets for students attending trips where necessary and reconcile with catering staff when invoiced.

Other duties

* Liaise with the SEN department to ensure all relevant Medical Care Plans are in place, updated in SIMS, accurate and copied to relevant staff.
* 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.
* Keep a diary of minibus bookings and all paperwork regarding usage.
* Undertake other routine administrative duties and deal with correspondence as directed.
* Act as a First Aider.

**Necessary Experience and Skills**

* Good general standard of secondary education with strong numerical skills.
* Computer literacy with a good working knowledge of spreadsheets and data base software. Experience of FMS, SIMS and ParentPay systems desirable.
* Experience of working within a finance team with a strong appreciation of the professionalism, integrity and discretion required within this environment.
* Ability to demonstrate excellent organisational skills and to prioritise own workload i``s essential.
* Ability to work efficiently and accurately under pressure and to demanding deadlines.
* Confident in dealing with parents/carers, staff and suppliers in both oral and written communications.
* Willingness to become first aid trained.

**Agreed by: Approved by:**

Postholder Mrs Sharon Pritchard, Headteacher

**Date: Date:**