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|  | **JOB DESCRIPTION**  **Finance Assistant** |  |

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| Grade | Kent Range 3 |
| Responsible to | School Business Manager |

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| **Core Purpose and Values** |
| * Value every individual for their unique personal worth and nurture all individuals to be the best they can be in the Light of God’s Love, encouraging them to strive for excellence in every aspect of their lives. |
| * Encourage every individual to be proud of who they are, of each other, their achievements and of their school. |
| * Ensure that each individual makes the most of the opportunities and challenges given to them. |
| * Provide a safe, caring, supportive environment for individuals to achieve. |
| * Provide efficient and robust financial support to the Business Manager and Headteacher |
| * Provide administrative support for human resources ensuring accurate records in line with GDPR and employment regulations |
| * Be a pro-active and flexible team member |

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| **Key Duties and Responsibilities** |
| * Processing of orders and invoices and maintaining accurate records of any financial transaction within the school |
| * Management of the schools electronic cash system, ensuring all details are up to date to aid parents to contribute the learning opportunities for their children. |
| * Reconciliation of bank accounts and credit cards on a monthly basis maintaining accurate and transparent records. |
| * Preparing VAT returns to ensure receipt of correct funds. |
| * Management of goods and deliveries to ensure invoices reflect accurately goods received. |
| * Maintain accurate records of staff absence |
| * Supporting School Business Manager with financial and HR tasks necessary |
| * Additional support at peak times in the main office |

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| **Other Responsibilities** |
| * Deliver excellent standards of customer service to the school community and others who may interact with the school |
| * Timely and accurate preparation of all documentation relating to the accounting/hr role. |
| * Such other duties as School Business Manager or Headteacher may time to time require. |

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| **Skills & Knowledge** |
| * Keyboard skills, applied with precision and speed |
| * Can communicate basic financial information to teachers, other staff and external suppliers |
| * Literacy and numeracy skills |
| * Ability to produce a range of accurate documents and standardised reports, basis spreadsheet and database functions |
| * Ability to organise and prioritise workload to achieve deadlines |
| * Ability to receive and assess information over telephone and in person and refer to the appropriate person or source of information |
| * Ability to investigate queries and anomalies when required |
| * Ability to operate computerised and manual filing systems and to make improvements where necessary |
| * Ability to process and maintain accurate financial records |

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therin may vary or be amended from time to time with changing the level of responsibility associated with this post.