

MAPLESDEN NOAKES SCHOOL

JOB DESCRIPTION – TEMPORARY FINANCE ASSISTANT

- Reports to:** Business Operations Manager
- Pay Band:** Kent Range 4
- Pay range:** £17,498-18,611 per annum (actual pay equates to £3,603 p/a)
- Hours per week:** 9hrs p/w, term time only
- Normal working hours:** 9.30am to 12.30pm (Days to be agreed with the successful candidate)
- Duration of Contract:** Until 17th July 2020 (with possibility of extension)
- Liaison with:** School staff, contractors, suppliers, the public, external organisations and any other parties connected with the effective running of the school

Purpose of the Job:

To provide an effective financial and administrative service to support and enhance the running of the school in accordance with School, DFE & ESFA Financial Regulations. Responsible for supporting all aspects of finance to ensure that all financial duties are undertaken in an economic, effective and efficient manner.

Key duties and responsibilities:

1. Undertakes a diverse range of finance duties for the School Business Manager to include:
2. Respond to general financial queries from staff, the government bodies, other schools, customers, parents and pupils ensuring that all queries are dealt with effectively and in accordance with The Academies financial procedures in order to maintain an efficient service.
3. Undertake a range of financial procedures, including placing orders, invoicing, manual journals and preparation of cheques.
4. Undertaking a range of duties relating to the Cashless Parental system including entering information, providing information and responding to any queries accordingly.
5. Supporting with school trips and visits administration
6. Check incoming stock deliveries and arrange for distribution and storage.
7. Accurate input of orders and invoices, ensuring posting to the correct cost centre and ledger code.
8. Monitor delivery of orders, assisting with information for incoming deliveries.
9. Enter income and expenditure on the finance system.
10. Undertake monthly reconciliations, for example of bank accounts and corporate card accounts.
11. Supporting with month and year end processes and procedures
12. General and clerical office duties including filing, photocopying and maintenance of record systems to assist in the efficient operation of the school office
13. Making suitable arrangements for class trips including venue, transport and Free School Meals as required.
14. To assist with the School and Main Fund, as required, regarding all aspects of:
 - a. Ordering
 - b. Receipts and deliveries
 - c. Invoices and payments
 - d. Bacs payments
 - e. Bank reconciliations
 - f. Monthly reconciliations
15. To provide cover or assistance within the finance team as required.
16. To undertake any other task which may be deemed reasonable.

Person Specification: Finance Officer – KR4

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Diploma (or equivalent) in accountancy and finance and knowledge / skills or extensive experience of working in finance.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a finance role, preferably within a School environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to clearly communicate, both orally and in written form, a range of financial information both verbally and in writing with the senior leadership team and other staff. • Keyboard skills applied with precision and speed. • Must be computer literate and have previous experience of working within financial regulations. • Ability to prioritise own workloads and to work to deadlines is essential. • Strives to achieve the highest standard, with an outcomes focus. • Ability to work to strict deadlines and work well under pressure. • Ability to prioritise workload. • Solutions –focussed. • Treats others with dignity and respect. • Team player. • Able to think strategically and plan ahead to ensure continuous improvement. • Flexible and positive approach. • Welcomes opportunities to develop own skills and knowledge.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. • Must be aware of ESFA and School Financial Regulations and understand other relevant school policies. • Awareness of the Record Retention Policy and freedom of information protocols. • Knowledge of a range of IT systems. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Works within policies and procedures and with consideration of own health and safety and that of others.

JOB CONTEXT:

Responsible to the School Business Manager

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher, School Business Manager and Governing Body.