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**Support Staff Job Description**

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| **Support Staff area**  | Administration  |
| **Support Staff Team:** | Capital Team  |
| **Post Title:** | **Finance Assistant** |
| **Purpose:** | * To support the Finance Manager with the day to day school finance processes to ensure an effective and efficient system.
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| **Reporting to:** | Finance Manager |
| **Key Success Indicators:** | * An accurate record of income and expenditure is maintained on the main account
* An accurate record of school fund is maintained
* An accurate record of Pettycash maintained
* School minibuses are safe and well maintained
* All school orders are purchased with regard to best value, are received promptly and are of the required standard
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| **Liaising with:** | Whole School |
| **Working time:** | Term Time at 32 hrs per week plus an additional 64 hours to be worked outside of School hours. |
| **Salary/Grade:** | Grade 4 |
| **Main (Core) Duties** |
| **Supporting the Finance Officer** | * To receive and administer all monies, (e.g. charities, school trips, sales, uniform and equipment) and balancing daily cash sheets
* To maintain, control and keep up to date and accurate records of all transactions using School Fund Manager. Including ensuring students received school fund letters. Reporting all anomalies to Finance Assistant
* Monitor coaches for school trips
* Reconcile costing of school trips
* To manage and maintain aspects of the school minibus, to include ensuring regular safety and maintenance checks take place, organizing regular cleaning, operating a booking system, ensuring all users are covered under the insurance policy
* Maintain the Finance Team’s central filing system
* Receive and check-in deliveries
* To ensure all deliveries to the school are portered to the correct area and securely stored
* Collate invoices to delivery notes and orders
* Process invoices and obtain authorisation, from budget holders, ensure accurate and timely payments are made to suppliers.
* Raise invoices for schools income and chase for any unpaid invoices
* Processing of direct debit payments
* Processing of direct credits
* To maintain up to date & accurate records of all pettycash transactions. To reconcile the accounting system against the balance of float.
* To prepare a monthly statement of expenditure for all budget holders.
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| Ultimately the Finance Assistant’s role will encompass all duties & responsibilities from the list below. These will be introduced, once the individual is competent in all other core areas of this Job Description.  |
| **Further Support of Finance** | * To purchase all items as and when required by the school, ensure prompt delivery and apply quality and stock control.
* To be responsible for negotiations with suppliers for products and liaise with areas both within school and other local school to take advantage of bulk purchasing
* To monitor the quality of purchases and seek out new suppliers to ensure Best Value is achieved
* To process orders using SIMs and keeping records and filing up to date for auditing .
* To assist Finance Assistant with all aspects of supporting parents and students to purchase school uniform.
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| **School Organisation** | * To monitor student behaviour and ensure smooth transition between lessons
* To carry out break and lunch time supervision as requested
* To deliver aspects of the school’s Extended Learning Programme
* To follow school policies and procedures especially those relating to child protection and Health and Safety
* Exam Invigilation
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| **Legislation Compliant** | * To be responsible for promoting and safeguarding the welfare of children and young people within the school
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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| **Other Specific Duties** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callersThis job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Date:

Signed: