



Tunbury Primary School

Post: Finance Assistant

Grade: Kent Range 5

Responsible to: School Business Manager

Purpose of the Job:

To provide a full range of finance administrative support to the school, working under the direction of the School Business Manager.

Key duties and responsibilities:

1. Process, maintain and monitor financial records relating to expenditure and income and processing invoices, ensuring correct financial control is applied
2. Maintain the school's accounting systems
3. Reconcile accounts
4. Ensure appropriate use of the school's bank accounts
5. Assist the School Business Manager with the design and implementation of the school's financial procedures and systems
6. Assist the School Business Manager with the preparation of the draft annual budget and financial plans
7. Responsible for adherence to financial regulations and audit requirements, advising on the application of these
8. Monitor and manage a limited range of stock within an agreed budget
9. Undertake administrative duties, such as reception, filing, and document preparation

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.