



# Whitehill Primary School

**WHITEHILL PRIMARY SCHOOL & NURSERY**

**JOB DESCRIPTION: FINANCE ASSISTANT**

**This role is 37.5 hours per week, 08:30am to 5pm Mon- Fri, with an unpaid 1hr lunch-break, term time only plus 1 week (39 weeks per year)**

**The salary for this role is TDET Band 4, point 11-14 . Actual salary £15,477 to £16,507 per annum (pro rata to £18,039 to £19,239 per annum for a full-time role).**

The Finance Assistant role is to support the Head Teacher, School Business Manager, Finance Officer, staff and pupils in the organisation and running of the school both from a financial administrative viewpoint.

**Job Purpose:**

- To support the Finance Officer and School Business Manager oversee and/or execute the key financial needs of the school including budgeting, purchasing & payments as further specified below
- To ensure that the school's finances are managed in a controlled manner in accordance with all statutory regulations, and documentary evidence is maintained for audit purposes
- To work closely with budget holders, Headteacher, Local Governing Body (LGB) and key external contacts such as Suppliers, School Bankers, Payroll Providers and Auditors

**Reporting Structure:**

- The Finance Assistant supports the Finance Officer (FO) and reports to the School Business Manager (BM)

**The Finance Assistant is responsible for:**

- Overseeing the school credit card system, raising invoices, processing payments, maintaining records of expenditure and reconciling those against the bank statements, identify anomalies and rectify them;
- Monitoring the collection of money in connection with school meals, photographs, swimming, wraparound care, trips etc in order to comply with financial regulations and audit procedures;

- maintain financial records and conduct regular bank account reconciliations against these records;
- Preparing regular management accounts for budget holders;
- Monitor First Aider requirements and ensure First Aid requirements are up to date
- Accountability for School minibus; booking service, arranging insurance and driver requirements
- Preparing a range of orders for goods and services to ensure they comply with school procurement Financial Regulations place orders with suppliers on receipt of a requisition from a budget holder with sufficient funds to cover the transaction;
- Maintaining the schools register of assets by including all new purchases of equipment that are valued at £50 and over for insurance purposes and compliance with internal audit requirements;
- Implementing school procedures related to the ordering of stock and ensure all staff comply with these procedures
- Overseeing stationery orders and stock levels

**Person Specification:**

**Qualifications/technical**

- GCSE English and Maths Grade C/5 (or above)
- Ideally the post holder will have knowledge of SIMS
- Good IT skills in MS Office - Word, Excel etc

**Skills & Experience**

- Confident when discussing financial outcomes
- Previous experience of working in an administrative role
- Excellent organisational skills & attention to detail
- Strong interpersonal skills to deal with competing staff priorities
- Able to use their own initiative to address issues as they arise

**Personal Qualities**

- Discretion, flexibility, adaptability & confident
- Capacity for challenge and an ability to work under pressure
- Commitment to the Trust, its' Pupils, Staff, Parents and Governors

March 2021