

# The Pathway Academy Trust



<b>School(s)</b>	<b>Culverstone Green Primary School</b>
<b>Name:</b>	
<b>Job Title:</b>	<b>Finance &amp; Personnel Assistant</b>
<b>Grade:</b>	<b>Kent Range 4</b>
<b>Responsible to:</b>	<b>Head Teacher &amp; School Business Manager</b>

## **Purpose of the Job:**

To undertake specific finance and personnel responsibilities to ensure the efficient and effective use of the school's budget.

Provide support and cover within the administrative team, as directed by the School Business Manager and / or Head Teacher.

## **Key duties and responsibilities:**

- Undertake a range of financial procedures, including placing orders, accounts payable, preparation of payments, issuing receipts and dealing with supplier issues.
- Monitor monthly resources budgets and notify the Head Teacher of any variances.
- Produce a range of financial information and data for the Senior Leadership Team.
- Undertake reconciliations, for example of bank accounts, VAT, accounts receivable and the purchase ledger control account.
- Undertake administrative support duties, such as reception or telephone duties. Provide cover for reception in the absence of the Senior Admin Assistant (daily lunch cover).
- Reconcile monies received by the school office from pupils and parents and prepare for banking.
- Reconcile payments received from parents using the school's on-line payment facility.
- Process the monthly overtime claim forms, travel claims and leave forms in a timely manner to ensure prompt payment to staff.
- Complete DBS checks for new employees / parent helpers and provide the relevant paperwork to new employees.
- To assist the office staff with first aid.
- Deal with any emergency issues in the absence of colleagues to ensure the efficient running of the school office is maintained.

## **GENERAL**

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupil's wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.

- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

Headteacher..... Date.....

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## Person Specification: Finance & Personnel Assistant

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A good level of Math and English are required.</li><li>• Paediatric First Aid Certificate.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• General experience of working in a finance role.</li><li>• Experience of working in a school office.</li><li>• Experience of SIMS, Arbor and FMS is desirable.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Literacy and numeracy skills.</li><li>• Keyboard skills, applied with precision and speed.</li><li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions.</li><li>• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.</li><li>• Ability to investigate queries and anomalies when required.</li><li>• Ability to operate computerised and manual filing systems and to make improvements where necessary.</li><li>• Ability to process and maintain financial records.</li><li>• Must be able to communicate basic financial information to teachers, other staff and external suppliers.</li><li>• Must be punctual and organised.</li><li>• Ability to prioritise own workloads and to work to deadlines is essential.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring.</li><li>• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.</li><li>• Knowledge of the School's Record Retention Policy.</li><li>• An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols.</li></ul>