**Job Title:** Finance Assistant

**Reports to:** Finance Manager

**Grade:** KR5 £9,639.95 (£19,723 full-time equivalent)

**Date:** October 2021

**Hours:** 20 hours per week over 5 days (10:00am - 2:00pm),

term-time only plus 2 weeks

**Job Holder’s Name:** Vacancy

**Purpose of Job**

This is a dual role working closely day to day with the Senior Finance Assistant /Finance Manager to:

* manage the school’s voluntary fund financial operation in accordance with Trust and School policies and with due regard to the Academies Financial Handbook.
* carry out other administrative tasks in order to assist in the smooth, efficient running of the Voluntary Fund.

**Principal Responsibilities**

* Ensure effective financial operation of the school Voluntary Find (VF) and school ParentPay account, including:
  + Assist staff with completion of Purchase Orders for the VF
  + Enter data for expenditure and income including petty cash, invoices and payments on the school accounting system, FMS, ensuring high levels of accuracy and integrity
  + Code invoices for authorisation by the Finance Manager
  + Check incoming goods and invoices for accuracy
  + Organise cheque printing and timely payment of suppliers
  + Ensure VF deliveries to the school reach the correct recipients safely
* Place orders for services and supplies for VF once authorised by the Business Operations Manager or relevant budget holder
* Check, update and maintain the Pupil Premium database liaising with staff regarding financial assistance for students
* Production of accurate and timely reports required to produce the monthly, quarterly and annual accounts
* Respond to all requests for information and from the auditor for year-end audit for the Voluntary Fund and prepare the Voluntary Fund preliminary year-end close and carry out the year-end close once signed off by auditor/ trustees in conjunction with the Senior Finance Assistant.
* Deputise enquiries, regular admin tasks and procedures for the Senior Finance Assistant and Finance Manager when they are absent
* Undertake regular checks to ensure accurate data on FMS and Parentpay
* Accurate and timely filing of all financial records for the Voluntary Fund. to keep all agreed computer and hardcopy Finance department records meticulously
* Assist in maintaining the Finance team’s central filing system - archiving/destroying documents as necessary according to the document retention requirements
* Produce reports where necessary and assist in any financial investigations

**Other duties**

* Respond to general queries from customers and stakeholders (e.g. students, parents/ carers, budget holders), ensuring that all queries are dealt with effectively in order to maintain an efficient service
* Undertake other routine administrative duties and deal with correspondence as directed

**Agreed by: Approved by:**

*Sharon Pritchard, Headteacher*

**Date: Date:**