

## Finance Assistant

### Job Description

Reporting to the Bursar, the Finance Assistant will be responsible for:

#### Purchase ledger:

- Setting up and managing supplier accounts
- Processing purchase invoices and expense claims via the school's accounting software (currently Sage 50), ensuring they are appropriately coded and authorised
- Regularly reviewing aged creditors and outstanding invoices, taking proactive steps to reduce these as required, resolving payment and processing queries efficiently
- Processing payment runs via the online banking system to ensure all suppliers are paid accurately and on time

#### Sales ledger:

- Maintaining the sales ledger for all non-fee items
- Assisting in processing fees and charges, billing, liaising with parents and collecting debts

#### Bank reconciliations:

- Inputting/uploading bank payments/receipts and reconciling the school's bank accounts and petty cash monthly, proactively investigating and resolving differences
- Processing and reconciling monthly credit card transactions
- Managing and processing payments via the school's cashless payment system - SchoolsBuddy

#### Other

- Assisting with month end procedures and year end routines
- Assisting with fixed assets, prepayments and accruals schedules
- Completing miscellaneous assignments, as required

#### **All staff at Spring Grove School are required as part of their employment to:**

- Promote the best interests of the school through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals;
- Work cooperatively with other colleagues and members of the SLT;
- Act professionally in all situations;
- Attend and contribute constructively to meetings, as required to do so;
- Arrive at school at a time to ensure they are prepared to organise or assist as needed;
- Attend school functions and concerts, as required to do so;
- Help review policies and participate in working parties, as required to do so;
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities;

- Be conversant with the school's Safeguarding Policy and treat pupils with kindness and respect; and
- Be aware of the school's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.

**Additional information:**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder will be able to work within the school's normal working day but it is expected that, in a busy independent preparatory school, certain duties may reasonably require extra attention out of school hours and in holiday time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The school undertakes to provide appropriate induction, mentoring and professional development for the Finance Assistant.