**Job Description**

**Job Title**  Finance Assistant

**Grade**  Scale 6-S02 depending on experience

**Hours**  36 per week 8am - 4pm. Term time plus 4 weeks

**Reports to** Exec/Headteacher/Business Manager

**Responsible for** Financial Administration

**Liaison with** Exec/Headteacher, Business Manager, External agencies, Educational Funding Agency (EFA), DfE, Governors

**Job Purpose**  Administer financial, personnel, pupil-related work and other administrative work to ensure the provision of an efficient and effective service to the school. Working closely with the Business Manager to provide support and information as necessary to enable Academy reporting, liaison with auditors and meeting statutory requirements.

**Duties Finance**

• Maintain manual and computerised financial records

• Be responsible for financial administration such as, invoicing, preparing cheques/BACS payment, issuing receipts,etc

• Assist the Executive Headteacher/Business Manager in the preparation and monitoring of the budget, and advise on any important budgetary considerations

• Assist in the production of financial reports as required

• Deal with budget queries, advising on solutions where appropriate

• Undertake monthly reconciliation of finances including any parent pay accounts

• Complete and submit financial returns

• Provide assistance to the Business Manager and external auditors with the preparation of end of year accounts and interim audit

• Be responsible for the security of unused cheques and other controlled stationery

• Helping to ensure the school is following ‘Best Value’ procedures

• To supervise the preparation of school monies and make appropriate arrangements for banking

• Be responsible for issuing of invoices and collection of monies due to the school

• Ensure preparation of orders, check full receipt, ensure payment of goods and services

• Undertake administrative tasks relating to licences held by the school

• Be responsible for filing, security and retrieval of financial data, including weekly and termly backup of computerised records

• Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies

• Be responsible for ensuring that parent and staff are not in debt at any time

• Continually evaluate all finance systems to ensure they are effective and efficient

• Administer the financial side of monthly payroll

• To ensure all financial policies and procedures are followed in a timely fashion meeting monthly deadlines and targets set.

**Administrative**

• Be responsible for financial administration of school lettings, liaising with the site manager and hirer as required and invoicing accordingly

• To take responsibility for dealing with complex enquiries or difficult visitors to the school

• Prepare such returns as may be required by the EFA, DfE etc

• Word processing

• Undertake project/research work as required

• Develop and implement appropriate administrative systems/procedures

• Take minutes

• Support the office as and when needed

**General**

• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

• To maintain confidentiality and compliance with GDPR at all times.

• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**Finance Officer**

**Person Specification**

**A = application R = reference I = interview process**

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **TESTED BY** |
| --- | --- | --- | --- |
| **Qualifications** |  |
| A recognised Accountancy or Finance qualification or equivalent  |  | x | A |
| Educated to A’level or Degree level | x |   | A |
| Evidence of relevant continuing professional development | x |   | A |
| **Experience** |
| Experience of budgetary management within a large organisation |  | x  | A, R, I |
| Experience of finance and cash flow forecasts | x |   | A, R, I |
| Income generation |  | x  | A, R, I |
| Understanding of procurement, contracts and outsourcing | x |   | R, I |
| **Skills and knowledge** |
| Ability to lead and be an effective team member |  |  x | A, R, I |
| Excellent ICT skills | x |   | A, R, I |
| Understanding of different accounting and financial procedures | x |   | A, R, I |
| Up-to-date knowledge of recent legislation pertaining to PAYE and HR | x |   | A, R, I |
| **Personal Qualities** |
| Excellent organisational skills | x |   | R, I |
| Ability to set goals and achieve them | x |   | R, I |
| Ability to enthuse and motivate colleagues to work collaboratively towards agreed goals | x |   | R, I |
| Ability to communicate with a variety of stakeholders | x |   | R, I |
| Attention to detail | x |   | R, I |
| Motivation and drive | x |   | R, I |