**LONDON BOROUGH OF NEWHAM JOB SPECIFICATION**

Title of Job: Finance Assistant

Grade: Scale 5

Department: Education

Section: Star Primary School

JOB DESCRIPTION

 PERSON REPORTS TO: Finance & Premises Manager

PERSON SUPERVISES: N/A

PURPOSE OF JOB: To provide finance and admin support to the Finance and Premises

 Manager and the Head Teacher

EQUAL OPPORTUNITIES:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

DUTIES AND RESPONSIBILITIES

1. To provide administrative support for the Finance and Premises Manager.
2. To operate the school's financial procedures (including bank account), in accordance with the appropriate regulations.
3. To process Purchase orders and manage delivery notes, check and dispatch goods when delivered.
4. To process invoices and process weekly BACS runs through school’s financial system FMS
5. To perform a monthly outstanding Purchase Order Reconciliation/Creditors check
6. To provide financial and administrative assistance to the management of the school's resources by ordering, stock control etc, and receive enquiries and calls from suppliers and contractors.
7. To manage Little Stars Day Care Purchase Ledger and ensure all invoices are timely settled
8. To produce Little Stars Day Care fees invoices on monthly basis
9. To liaise with Little Stars Day Care Manager regarding any financial matters
10. To reconcile purchase card statements on regular basis
11. To assist with bank accounts reconciliations when required.
12. To do filing and maintain financial accurate records.
13. To deal with routine correspondence from suppliers and contractors.
14. To ensure the proper application of DCFS Regulations, Council Admin. Policies and the LA's Financial Regulations.
15. To do typing, ensuring a high standard of layout and presentation. Attending training when appropriate
16. To receive cash, count proceeds and prepare for banking
17. To process staff expense forms
18. To manage Staff Contribution fund and provide regular updates.
19. To reconcile cash collection on bank statements.
20. To archive all financial records for future reference and audit purposes.
21. To be key holder of Finance safe and responsible for the cash contents.

Such other duties, within the competence of the post holder, which may be required, reasonably, from time to time.

**Equal Opportunities**

Commitment to school policies on Equal Opportunities and Learning Support, including inclusion of students

Commitment to continual raising of levels of achievement for all our students

Confidentiality and sensitivity which are essential when dealing with parents and students of this multi-cultural school

