

	Job Description
Job Title	Finance Assistant
Reports to	Business Manager
Grade	5
1.	Main Purpose of the role To provide efficient and effective finance and HR related administrative support.
2.	Core Responsibilities, tasks and duties
2i	Administrative support including, but not limited to filing, photocopying, scanning and maintaining accurate financial records. HR administration including reviewing and posting job advertisements, processing applications, assisting with on boarding of new starters, assisting with the maintenance of the single central record, updating staff profiles on Arbor, assisting with staff absence reports, timesheets and processing of reports.
2ii	Providing financial processing, including, but not limited to; Raising purchase orders Ordering of resources for teaching and learning Checking invoices are valid for payment (correct VAT charge/code, ledger code, goods received and authorisation for payment have been completed). Posting invoices onto the school financial system Completing payment runs to comply with school payment terms and consideration of cash flow Preparing monthly VAT reports Undertaking monthly bank and procurement card reconciliations Monitoring of the school's bank accounts Completing financial tasks and submit returns required as part of the financial year end process Monitoring of parental debt and contacting parents and carers as per the debt recovery procedure Monitoring income and expenditure Providing budget code analysis Post or upload journals onto the school computerised financial system Post cash receipts
2iii	To answer incoming telephone calls, respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages.
2iv	To produce standard and individual letters, documents and reports within set guidelines and proscribed timescales

3.	Supervision/Management of people Number of staff reporting to this post – Direct: 0 Indirect: 0
4.	Creativity and Innovation The post holder is required to work collaboratively as well as on their own It is important that school needs are constantly monitored to ensure that they are being met in the ever changing learning environment in which they work due to new national and local initiatives The post holder will need to apply their creativity when developing spreadsheets and documents presenting information.
5.	Contacts and Relationships The ability to communicate at a range of levels The post holder is required to establish and sustain effective working relationships with all contacts
6.	Decisions – discretion & consequences An element of the post holder’s responsibilities and tasks involves the analysis and interpretation of data and information. Some of this data and information will be of a confidential and sensitive nature particularly when relating to HR/Payroll matters. The post holder must therefore ensure that all information is held securely, treated with care and tact.
7.	Resources – financial and equipment (Not budget and not including desktop equipment) Normal office equipment, responsible for the accurate handling and security of larger sums of money.
8.	Work environment – work demands, physical demands, working conditions and work context. Work demands Required to work to strict deadlines set by the Head Teacher/Line Manager. Physical demands The role is largely office based, but sometimes may involve moving around the school premises. Working conditions No unpleasant working conditions. Normal office environment. Work context There may be a risk of abuse from some pupils/parents and a risk from contagious illnesses.

9.	KNOWLEDGE & SKILLS The post holder will have experience of working in a financial and/or HR environment, preferably within education. Have a basic understanding of school funding arrangements, invoice processing, VAT legislation, payroll procedures and financial management systems Have a commitment to self-development and learning new skills Are committed to supporting the school to ensure children are kept safe, are resilient and achieving. Have the ability to gather, analyse, and present in verbal or written form, numerical, or other information. Have the ability to communicate clearly, both verbally and in writing with a wide variety of different people. Are flexible, and have the ability to adapt to new and evolving work environments. Have the ability to manipulate data and produce reports electronically. Have a good working knowledge and experience in using a broad range of computer systems including bespoke applications, spreadsheets, word packages and email systems. Be able to manage own time to tight deadlines. Be able to work co-operatively and interact positively in order to communicate information accurately and achieve common goals and objectives.
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	Person Specification	
Job Title	Finance Officer	
	Essential	Desirable
Qualifications and Training	Educated to A-Level (or equivalent) or higher	Relevant finance training and qualification
Experience	Experience of working in a busy office undertaking finance related tasks and/or administrative duties Experience of working in a busy and demanding environment	Experience of working in an educational establishment Experience of using MIS such as Arbor and finance systems such as Xero
Skills and Knowledge	Broad knowledge of systems and processes related to financial management Excellent attention to detail Strong numeracy skills Excellent written and verbal communication A good understanding of a number of routine administrative work procedures Ability to analyse, interpret, collate and present information in a timely and meaningful way Practical knowledge of various computer software packages including finance systems. Ability to input and understand and present data. Ability to communicate effectively at all levels Ability to work under pressure to deadlines Possess an understanding of child protections issues Highly developed interpersonal skills and ability to build effective working relationships with colleagues and other stakeholders Excellent ICT skills, a good knowledge of Microsoft Office and Google Suite	Knowledge of school finance processes and procedures Knowledge of school HR administrative tasks and processes

	Understanding of data protection and confidentiality Understanding of the DfE expectations outlined in Keeping Children Safe in Education	
Personal Qualities	Commitment to promoting the ethos and values of the school Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school Ability to work under pressure, prioritise effectively and manage workloads Commitment to maintaining confidentiality at all time Commitment to safeguarding and equality Uses initiative and is open and receptive to new ideas, approaches and challenges. Embraces change Deals with difficult situations effectively with discretion, diplomacy and confidentiality as necessary High professional standards and a commitment to profession development (self and others)	