



## St Laurence School Job Description

<b>Title of Post:</b>	Academy Finance Assistant
<b>Grade:</b>	NJC Pay Scale Range F 9-11 (depending on experience)
<b>Contract Terms:</b>	NJC Terms and Conditions 20-27 hours per week 40 weeks per year Term Time plus 1 week
<b>Fundamental Task:</b>	To undertake financial administration in support of the effective control of the school finances.
<b>Relationships:</b>	<p>The postholder is responsible to:-</p> <ul style="list-style-type: none"><li>• The Director of Finance &amp; Operations (DFO) in all matters</li><li>• The Finance Officer (FO) in daily operation</li></ul> <p>Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.</p> <p>Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.</p>
<b>Main Duties:</b>	<p><b>To use Xero Finance system:</b></p> <ul style="list-style-type: none"><li>• Operate the Purchase Ledger for purchase order processing</li><li>• Maintain accounts &amp; produce reports for Trips/Events (see below)</li><li>• General administrative tasks such as cash counting and associated banking tasks</li><li>• Assisting the Finance Team with any other relevant tasks</li><li>• Keeping accurate records in accordance with Financial Regulations</li></ul> <p><b>ParentPay Items</b></p> <ul style="list-style-type: none"><li>• Upload payment items on to ParentPay</li><li>• Maintain spreadsheets &amp; keep accurate records of payments</li><li>• Communicate with departments regarding payments/queries</li></ul> <p><b>Trips/Events</b></p> <ul style="list-style-type: none"><li>• Working closely with trip/event leaders ensuring procedures are followed</li><li>• Keeping accurate &amp; up to date accounts for each Trip/Event</li><li>• Updating ParentPay accordingly with any relevant information</li><li>• Chasing late payments and ensuring debtors are kept to a minimum</li></ul> <p><b>Mini Bus Recharges</b></p> <ul style="list-style-type: none"><li>• Check and receive forms</li><li>• Input monthly journals to recharge departments</li></ul> <p><b>Mobile Phones</b></p> <ul style="list-style-type: none"><li>• Ensure up to date accurate records are kept on current mobile phones</li><li>• Ensure phones are fully charged.</li></ul> <p><b>Charge Card</b></p> <ul style="list-style-type: none"><li>• Process purchase orders and ensure correct procedure followed</li><li>• Reconcile statement</li></ul> <p><b>FSM BACS</b></p> <ul style="list-style-type: none"><li>• Maintain up-to-date and accurate records of eligible students on Xero</li><li>• Prepare BACS run for end of term</li></ul>

<b>Decision Making</b>	The jobholder has discretion to make recommendations on routine problems e.g. when to contact staff to alert them about financial matters such as overspending.
<b>Resources:</b>	The jobholder is accountable for the accurate handling and security of incoming cash which may amount to hundreds of pounds.
<b>Working Environment:</b>	<p>The work must be completed methodically and to deadlines and the programme of work.</p> <p>There will be background noise from students at certain times of the school day.</p> <p>Contact with students/parents is about routine matters.</p> <p>Extensive use of Display Screen Equipment</p>

**For all staff** - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

- Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.
- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
  - b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school