

Core Purpose

The Assistant Finance Manager will work closely with the Finance Manager and the Finance Director to provide an efficient and accurate finance service to all school stakeholders.

The main duties and responsibilities of this role are described below:

Lettings Administration

To be responsible for administering the schools lettings. This will involve:

- Overseeing school lettings administration.
- Using the lettings web portal to manage the lettings process.
- Raising monthly invoices and processing of income.
- Monitoring the credit control of debts arising from lettings.
- Monitoring letting enquiries and responding to hirers.
- Liaising with site team and staff over hirer's requirements.

Management of School Trips

To be responsible for administering the management of school trips. This will involve:

- Ensuring that trip finances are properly costed and set up on the school's trip management software.
- Keeping up to date records of school trips and pupil payments.
- Monitoring trip income and expenditure.
- Providing breakdowns of profit and loss for individual trips.
- Processing supplier invoices and staff expenses in a timely manner for payment.

Sales Ledger Invoices

To be responsible for the preparation of all sales ledger invoices. This will involve:

- Preparing invoices for the student's instrumental peripatetic music lessons, lettings and other ad-hoc invoices as required.

ParentPay

To manage the School's ParentPay system or similar. This will involve:

- Preparing weekly ParentPay reconciliations and journals.
- Ensuring that the ParentPay service is updated with pupil and trip services.
- Assisting parents when problems arise using the ParentPay system.

Pupil Premium and Other Grants

To maintain an up to date Pupil Premium and other pupil grant list. This will involve:

- Ensuring that all students who are entitled to Pupil Premium and Free School Meals grants receive them and that they are accurately recorded.
- Liaising with the Assistant Head in charge of Pupil Premium in producing the required statutory reports.

Other General Duties

Other general duties to include:

- Preparing monthly bank reconciliations.
- Processing credit card transactions.
- Maintaining the school's contract register.
- Dealing with general finance enquiries.
- Other duties as reasonably required by the Finance Manager and Finance Director.

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.