



Preparing children for the future through  
academic excellence and individual care

## **Assistant Finance Officer Job Description and Person Specification**

### **ASSISTANT FINANCE OFFICER 5 hours a week**

#### **JOB DESCRIPTION**

##### **Line Manager: School Business Manager**

##### **Main purposes of the job**

- Assisting the School Business Manager with all aspects of the development and effective operation of the finance function of the school
- Co-ordinating and completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services
- Manage the finance email
- To assist in maintaining and updating information held on school finance databases

##### **Financial management**

###### **Primary tasks**

- To assist in ensuring that efficient and safe procedures are maintained in accordance with the School's internal financial controls
- Work closely and in confidence with the Business Manager to ensure the school meets statutory requirements
- To process orders ensuring sufficient funds are available beforehand, receive delivered goods and deal with invoices
- To log all invoices in the database (excel) and prioritise by due date
- To process invoices onto the finance system
- To co-ordinate the approval and payment process
- To process payments following required authorisation having been gained.
- To process the payments for wraparound care in the database, and input into the KidsClub portal
- To assess whether any parents need contacting for overdue or credit balances
- To assist Line Manager in the co-ordination of the annual audit

### **Secondary tasks**

- To assist, if required, the Line Manager with all aspects of payroll administration within the relevant deadlines including entering sickness data.
- To process payments, following required authorisation having been gained and ensuring cheques are signed by relevant signatories
- Assist in bank reconciliation and other month end procedures as required, reporting any issues to Line Manager
- Recording expenditure and income, payroll information, accessing and producing reports for budget holders
- To assist in transferring data safely when database systems are introduced and / or changed
- To assist in the setting up and maintaining of archive files and historical data
- To issue school invoices following up their prompt payment
- To provide assistance to staff with regard to finance issues e.g. placing and following up orders, advising on best value, giving details of alternative suppliers
- To liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by Line Manager
- To contribute to the evaluation and development of financial systems and procedures
- To assist in the establishment of a list of approved contractors and suppliers to ensure best value
- To assist Line Manager as necessary with the review and update of the school's financial management manual
- To assist Line Manager as necessary with the maintenance of the Financial Management Standard
- To report technical faults relating to the school database system/s and equipment to the ICT Technician/s following school reporting procedures
- Administration and reconciliation of the school credit card and arranging governor authorisation.
- Carry out any other task as determined by the Business Manager/Office Manager or Headteacher which is commensurate with the post holder's main responsibilities.

  

- **Health & Safety Management**
- Assist the Business Manager to ensure the school is compliant with Health & Safety Legislation and assist prepare for annual audit
- To ensure that safeguarding and confidentiality are a priority inline with the school policies

  

- **Letting Management**
- Invoicing and receipting lettings.

**ASSISTANT FINANCE OFFICER****PERSON SPECIFICATION**

<b>Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
<b>Qualifications</b>			
NVQ level 3/GCSE Maths	✓		Application
Very good numeracy/literacy skills	✓		Application/Interview/Test
<b>Experience</b>			
Experience of financial processes,		✓	Interview
Experience of undertaking a range of clerical and administrative duties.		✓	Application/Interview
A good level of ICT competence	✓		Application/Interview
Health & Safety awareness		✓	Application/Interview
<b>Skills and Knowledge</b>			
A basic knowledge of the financial workings of a school		✓	Application
Knowledge and use of word	✓		Application/Interview/test
Ability to generate and manipulate excel spreadsheets	✓		Application/Interview/test
Excellent organisational, planning, time management and prioritisation skills	✓		Application/Interview/test
Ability to show sensitivity and objectivity in dealing with confidential issues	✓		Application/Interview
Strong interpersonal skills with good oral and written communication skills	✓		Application/Interview
Ability to work to deadlines with minimum supervision	✓		Application/Interview
Display commitment to the protection and safeguarding and of children	✓		Application/Interview
<b>General/Personal Qualities and Characteristics</b>			
An effective team player but can think and work independently	✓		Application/Interview
Good sense of humour and flexible approach to work	✓		Interview
Able to work under pressure, meet deadlines	✓		Interview
Can keep calm in a crisis	✓		Interview
Commitment to professional development and further training	✓		Application/Interview