



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

ASSISTANT FINANCE OFFICER
PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
NVQ level 3/GCSE Maths	✓		Application
Very good numeracy/literacy skills	✓		Application/Interview/Test
Experience			
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
Skills and Knowledge			
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
General/Personal Qualities and Characteristics			
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