



Job Description Finance Administration Assistant

Main Purpose

The Finance Administration Assistant will: -

- Provide financial and administrative support to the school under the direction of the School Office Manager.

Key Responsibilities

Finance Duties

- To manage collection, banking and disbursement of official monies within the budget account in accordance with the Trusts Finance Policy and the Academies Trust Handbook to ensure smooth financial workflow.
- All records are to be correct and accurate.
- Income and expenditure to be recorded and balanced.
- To be vigilant in the safekeeping and security of money at all times.
- Take responsibility to order all resources, services and equipment that is required for the running of the school, checking quotes to gain the best costs in line with Finance Policy.
- To input orders, process invoices to ensure prompt and accurate payments are made using schools finance software.
- To manage the admin and finance of school visits
- To use schools MIS to put items onto the system for parents to purchase; to chase dinner money debts; online communications.
- To monitor school credit card to ensure transactions are recorded and coded correctly online and VAT is claimed back if appropriate.

Office Duties

- To carry out general office duties including answering telephones, meeting and greeting visitors and handling general queries.
- To undertake such work as may be determined by the Headteacher and School Office Manager.
- To maintain a working knowledge of computer programs such as schools MIS and Microsoft office packages, including Word and Excel and Google.
- To maintain own email account and access Headteachers calendar/diary.
- To assist in the first aid, medical and care needs of children when specific training has been undertaken.

Personal Development

- To have a commitment to Continuous Professional Development (CPD)



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Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



Person Specification for Finance Administration Assistant

A – Application form, I – Interview, E – Essential, D – Desired

	Necessary Requirements	Evidenced by	Desired/Essential
Essential Experience	<p>Ability to deal with the public and other agencies</p> <p>Knowledge of a school-based office</p> <p>Ability to manage projects independently</p>	<p>A I</p> <p>I A</p> <p>I A</p>	<p>E</p> <p>D</p> <p>E</p>
Essential Skills and Abilities	<p>Ability to build positive working relationships across a wide range of individuals and groups</p> <p>Ability to be a positive ambassador for the school promoting our ethos of striving for excellence</p> <p>Ability to analyse complex problems and seek solutions</p> <p>Ability to be flexible within a range of tasks</p> <p>Ability to manage own workload and use initiative under pressure</p>	<p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Essential Educational Skills/Qualifications	<p>GCSE or equivalent in English and Maths to a minimum of Grade C</p> <p>Evidence of attending courses to further own professional development</p> <p>Knowledge and understanding of SIMS</p> <p>Knowledge of Microsoft Office</p>	<p>A</p> <p>A</p> <p>A I</p>	<p>E</p> <p>D</p> <p>D</p>



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Highly Desirable	Knowledge of FMS	A I	D
Desirable	Qualifications in finance	A I	D
	First Aid at Work/Paediatric First Aid	A I	D
Personal Qualities	Sense of humour	A I	E
	Ability to build good relationships with pupils	A I	E
	Ability to liaise sensitively with parents and the public	A I	E



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