



# VALE OF EVESHAM SCHOOL

Learning For Life

## Job Description

<b>JOB TITLE:</b>	Finance & Administration Assistant
<b>RESPONSIBLE TO:</b>	Business Manager
<b>JOB PURPOSE:</b>	To undertake a range of finance and administrative duties.
<b>SCALE:</b>	CLPT05–CLPT06 £19,312 - £19,698 (pro rata = £16,115.56), depending on experience. 37 hours per week term time only + 5 PD days + 5 days during holiday periods.

## JOB RESPONSIBILITIES AND TASKS

1. To support the finance function of the academy including use of the trust finance package, to process sales/purchase invoices, orders, journals, nominal receipts, reports etc. under direction of the Business Manager.
2. Placing orders as required.
3. To undertake cash handling duties, including checking and documenting income, petty cash distribution and preparation of weekly banking.
4. To provide financial and administrative support, as directed by the Business Manager, across all aspects of the finance function of the school.
5. To undertake any general administrative duties as may be required.
6. To use Microsoft packages as required to implement the schools administrative and financial procedures (Word and Excel in particular).
7. To liaise as required with staff/parents/pupils and any other outside agencies, at an appropriate level, to assist in the smooth running of the school.
8. To carry out general office duties, including email/telephone/reprographics.
9. To undertake any relevant training as required.
10. To undertake any other relevant duties commensurate with the scale and scope of the post.