SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Finance Assistant

Job Purpose:

To provide a professional, efficient and effective administrative support service within the Finance Department.

Main Duties / Responsibilities

ADMINISTRATION

- Place orders for the relevant departments with suppliers
- Manage all aspects of the Academy purchase requisition process to ensure school purchasing requirements are accurately recorded, appropriately approved and effectively processed within the finance management systems
- Checking the new supplier forms and staff expense forms have been entered accurately onto the financial management system
- Ensuring any banking of cash received in school is collected and processed and recorded on the finance system
- Assist the Business Manager in day-to-day activities and in the production of monthly management accounting information for the Bredon Hill Academy & The Hill Trust accounts to trial balance stage
- Assist with the monitoring of Bredon Hill Academy budget areas in line with agreed control procedures ensuing that orders are only processed where budgets allow
- Support the Business Manager with the collection of debts in line with Bredon Hill Academy Financial Procedures
- Respond to supplier queries chasing invoices and issuing remittances when required ensuring progression to completion
- To be the first point of contact for all queries relating to the financial and purchasing processes
- Ensure credit card transactions are reconciled to the monthly credit card statement and entered onto the financial management system
- Administration and management of monthly employee expenses claims
- Carry out any other relevant administrative tasks as directed by the Business Manager
- Administer income received via ParentPay ensuring all payments are allocated correctly and new payment items are set up.
- Prepare and raise invoices for services provided by the school
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection
- Contribute to the overall ethos of Bredon Hill Academy and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties
- To comply with the Bredon Hill Academy Code of Conduct, regulations and policies

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, MIS/Bromcom, Financial Systems)

- Provide advice and guidance to staff, students and others
- Constantly be aware of and implement the Bredon Hill Academy & The Hill Trust policies, in particular as it applies to the financial area
- Use financial resources and administration supplies resourcefully