

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Finance Assistant

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School.

HOURS: 20 hours a week to be worked as follows:

8.15am – 12.15pm, Monday – Friday

GRADE: D

RESPONSIBLE TO: Responsible to the School Business Manager and Finance Officer and through the School Business Manager and Finance Officer to the Head and Governors.

LINE MANAGER: Finance Officer

PEOPLE RESPONSIBLE FOR: None

JOB PURPOSE: To provide general administrative support to the School Business Manager and Finance Officer.

KEY TASKS:

1. Processing of orders on the Finance Purchase Ledger.
2. Liaise with suppliers regarding the delivery of goods and discrepancies. Chase outstanding orders and liaise with departments with regards to goods that have not arrived.
3. Distribute invoices for approval and once approved process for payment.
4. Weekly, or as necessary, perform a cheque run and/or BACS Batch File for authorisation prior to payment.
5. Deal with creditors' queries in conjunction with the Finance Officer.
6. Reconciliation of bank account on receipt of bank statements. Investigate and resolve any un-reconciled items.
7. Reconcile and manage the petty cash account ensuring petty cash claims are paid promptly, properly receipted and recorded.
8. Print out and distribute Departmental Month End Reports, after review by Finance Officer/Business Manager.
9. In the absence of the Trips, Lettings and Finance Administrative Assistant, receive payments made by pupils into the Finance Office.
Receive payments from parents/others during working hours.
Ensure that all monies are properly receipted and recorded and kept securely in the school safe.
Ensure payments spreadsheets are updated at the end of daily banking hours and notify relevant staff of payments received on a timely basis. Record and bank all income on a regular basis to include depositing of income to Lloyds Bank Cirencester.
10. Record equipment purchased onto the equipment inventory, produce annual reports and distribute to departments.
11. Prepare lettings invoices on a termly basis and distribute, after review by Finance Officer/Business Manager.
Receipt payments from clubs.
Liaise with Trips, Lettings and Finance Administrative Assistant regarding bookings/payments/alterations.

- 12. In the absence of the Trips, Lettings and Finance Administrative Assistant, process payments through ParentMail PMX System.
- 13. Assist with administrative tasks and appropriate duties as required for the efficient running of the Finance Office.
- 14. Any other duties relevant to the post as directed by your Line Manager.

Whilst the above list is not exhaustive it is important that the post holder is adaptable and self-motivated.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is term time excluding Inset days which totals 43.60 weeks of the year. This includes entitlement to annual leave and 8 bank holidays.

Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.24.

Post Holder Sign: Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name