



## Job Description

### Finance Assistant

<b>Job Title:</b>	Finance Assistant
<b>Department:</b>	Finance
<b>Responsible to:</b>	School Business Manager
<b>Salary Grade:</b>	Grade F Point 12 - 17
<b>Contracted Hours/Week:</b>	30 - 35 hours per week, 1 day per week during school holidays
<b>Contracted Weeks/Year:</b>	39 weeks (term time) plus 10 extra days to be worked as required during school holidays, usually 1 day per week except when annual leave is taken.

#### Main Job Purpose

To ensure that financial transactions processed accurately and efficiently on a daily basis, maintain financial records and ensure that school funds are administered in a way that complies with the Academy Trust Handbook, Companies Act 2006, the Academies Act 2010 and Charity Law standards.

#### Main Responsibilities:

##### Income

- Ensure all income is recorded on the school Finance system
- Raise sales invoices
- Pursue and retrieve debt
- Provide credit control reports for the School Business Manager
- Prepare the monthly VAT reclaim

##### Expenditure

- Raise purchase orders and place orders with suppliers based on approved requisitions from budget holders
- Liaise with suppliers to ensure deliveries are received and correct
- Process invoices and expense claims
- Prepare of BACS payment listings for approval and submission of approved BACS data to the bank
- Respond to queries from budget holders and other staff
- Manage petty cash using an imprest system

##### General

- Process internal recharges
- Prepare bank reconciliations
- Monitor the balance in each bank account on a daily basis to ensure funds are sufficient for pending transactions
- Provide information for monthly accruals and prepayments
- Analysis of financial data
- Maintain financial files and records

##### Other

- Attend relevant training as required by the School Business Manager

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____