

Finance Assistant – Job Description

Job title	Finance Assistant
Salary range	Grade C: Steps 1-5
Hours	25 hours per week term time only plus 1 week (to be agreed with F&RD)
Line management	The role is line managed by the school's Finance Manager.
Job Purpose	
<p>To provide accurate, effective and efficient financial administrative support to the Finance Manager and Finance and Resources Director.</p> <p>Day to day processing of income and expenditure for the school including purchasing, banking, petty cash and other finance and administrative tasks as identified within the role profile.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Timely and accurate completion of routine financial administrative tasks relating but not limited to: <ul style="list-style-type: none"> ○ Processing purchase orders and purchase invoices ○ Processing of petty cash and replenishment of funds ○ Preparation of BACS/cheque payments ○ Collection and processing of income (including banking) ○ Maintenance of procurement card expenditure ○ Receipt and distribution of goods and services ○ Any other financial transactions identified • Maintain spreadsheet databases as requested • Monitor pupil/staff accounts on Tucasi • Monitor outstanding debts on weekly basis and follow procedures outlined in the Debt Management policy • Assist Finance Manager and Finance and Resources Director with preparation for internal and external audits • Perform sample checks on items in the Asset Management Software and report findings • Provide administrative support including answering telephone, greeting visitors, as required • At all times ensure compliance with the latest Academy Trust Handbook, HMRC and Charities Commission requirements, Trust's finance policies and local procedures ensuring principles of best value are adhered to in all areas of work • Undertake regular training, as required • Any other reasonable requests from your line manager or member of SLT • The postholder has no responsibility for management of budgets or staff. 	

- Maintain records/reports as appropriate in accordance with the Data Protection Act and General Data Protection Regulations

Safeguarding

- All staff are responsible for the safeguarding of children in line with the schools safeguarding (Child Protection) policy.
- Maintain a high degree of integrity and a full understanding of the sensitivity and confidentiality of finance information
- All staff are responsible for complying with relevant legislation e.g. Health & Safety and Fire Regulations, school health and safety policies, procedures and rules, taking reasonable care of self and others.
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Ensure confidentiality of data is maintained in accordance with Data protection/GDPR

Finance Assistant - Person Specification

	Essential	Desirable
Knowledge		
Knowledge of Sage Finance Software package	✓	
Knowledge of Tucasi Finance Software		✓
Proficiency in Microsoft Office	✓	
Awareness of school policies and procedures		✓
Experience		
Experience of working in an office or school environment.	✓	
Strong and effective inter-personal skills.	✓	
Skills and abilities		
Excellent communicational skills at all levels	✓	
Time management and ability to multi-task and prioritise	✓	
Efficient even under pressure	✓	
Discretion and confidentiality	✓	
Excellent organisational skills.	✓	
First aid trained.		✓
Personal qualities		
Are able to remain calm when working under pressure.	✓	
Pro-active, methodical, well organized with an attention to detail.	✓	
Are able to work on their own initiative dealing with unexpected problems that arise.	✓	
Are friendly and work well as part of a school team.	✓	
Willingness to undergo relevant training.	✓	
Are trustworthy, reliable and punctual.	✓	