



Support Staff Job Description

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| Name: | Vacant | Post: | FINANCE ASSISTANT 4 |
| At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not. | | | |
| Reporting to: | RESOURCES MANAGER, DIRECTOR OF RESOURCES, HEAD | | |
| Responsible for: | The smooth functioning of Durham Johnston and the provision of a full, successful and supported learning experience for students. | | |
| Liaising with: | Staff, Suppliers, LA Support Services | | |
| Contract: | PERMANENT | TERM TIME ONLY PLUS 10 DAYS DURING SCHOOL HOLIDAYS, BY NEGOTIATION | |
| Working Time: | 9.00am – 3.30pm Mon-Fri (incl. 30 min lunch break) 30 Hrs per week | | |
| Grade: | JE Post Number N11360 Grade 4: SCP 5 - 8 | Actual Salary: | £23,500 - £24,702 / annum <i>(Pro rata, pay award pending @ Apr 2024)</i> |
| Disclosure level | Enhanced | | |

GENERIC DUTIES

1. To promote the aims of the school plan.
2. To promote the smooth and effective functioning of Durham Johnston.
3. To participate in appropriate meetings.
4. To celebrate and encourage the achievements of the students.
5. To promote good order and discipline in school.
6. To liaise with colleagues where appropriate.
7. To take part in in-service training and performance management.
8. To promote a pleasant environment in school.
9. To follow procedures in the Staff Handbook.
10. To follow the procedures and instructions of the LA and the Governing Body.
11. To work at the reasonable direction of the Headteacher.

DUTIES SPECIFIC TO THIS POST

1. Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues under the guidance of Senior finance staff, as required.
2. Resolve financial queries e.g. over order processing, financial accounts.
3. Exchange information both verbally and in writing with teachers, other staff and external suppliers as well as LA Support Services staff.
4. Undertake responsibility for the maintenance and updating of relevant financial records.
5. Monitor monthly budgets and advise senior staff on variances where requested.
6. Produce a range of financial data and reports for the senior finance team where requested.
7. Use the Durham County Council Oracle system for purchase ledger processing, for which training is available.
8. Liaise with Senior Finance staff and provide detail in support of Oracle transactions
9. Receive and record monies from pupils and parents / carers.
10. Issue letters to parents whose ParentPay accounts are in debit
11. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account where required.
12. Undertake other support duties such as reception cover, second call answering to school, dealing with correspondence, filing and word processing.
13. Process travel and subsistence claims.
14. Regularly work to pre-set deadlines and manage conflicting demands.
15. Maintain up to date First Aid at Work qualification and contribute to the whole school First Aid Rota.

This job description is current at the date shown, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

Signed

Date

NOTES

The above responsibilities are subject to the general duties and guidelines contained in the APT & C Conditions of Service. This is a 'job description' and not the Finance Administrator's conditions of Service.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the postholder.

The interpretation of each task hinges on the word 'reasonable'. It is acknowledged that any requirement of the postholder is only valid if it is in itself a reasonable task for the Finance Administrator to execute and if the time allocated to it is reasonable in the light of the other duties required of that officer.

DURHAM JOHNSTON FINANCE ASSISTANT (JOB EVALUATION POST NO. N11360)

Person Specification

| | Essential | Desirable | Evidence? |
|-----------------------|---|--|--|
| Qualifications | <p>5+GCSE at C or above or equivalent, including English and Maths</p> <p>Evidence of continual professional development</p> <p>Level 3 Equivalent / Relevant Qualification</p> | <p>Evidence of further study or relevant qualifications</p> <p>Level 4 qualification</p> <p>Willingness to undertake further professional development and qualifications as required</p> | <p>Application</p> <p>Application</p> <p>Application / Interview</p> |
| Experience | <p>School financial administration including use of Oracle software packages</p> <p>Working collaboratively with other professionals</p> <p>Working in a team</p> | <p>Experience of Working within a large secondary school with complex budget arrangements</p> <p>Experience of working within a variety of business teams / business sectors</p> | <p>Application</p> |
| Knowledge | <p>Knowledge of current good practice in financial management</p> <p>Knowledge of secondary school arrangements in respect of use of Oracle and the role of the LA</p> | <p>Understanding of the structure, process and requirements of secondary school financial management</p> <p>Knowledge of recent developments in school financial management</p> | <p>Application and interview</p> |
| Other | <p>Demonstrable ICT competency, particularly involving use of Oracle packages</p> <p>Personal organisation skills and the ability to plan effectively</p> <p>Commitment and enthusiasm</p> <p>Flexibility and the ability to adapt to changing circumstances and new ideas</p> <p>A commitment to equal opportunities for all</p> | | <p>Application and interview</p> |