

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome College
<b>Job Title:</b>	Finance Assistant
<b>Reports To:</b>	Finance Manager
<b>Main Purpose of Job:</b>	
<p>Assisting the Finance Manager with all aspects of the day-to-day development and effective operation of the finance function.</p> <p>Completing administrative routines relating to orders, invoices, cheques, and income.</p> <p>Undertaking general office, reception, and administrative duties across the school, as required.</p>	

<b>Main Responsibilities and Duties:</b>
<p>Maintain accurate and up-to-date computerised records, accounts, and other records in respect of school finances.</p> <p>Process purchase orders, ensuring sufficient funds are available and budget holder has authorised. Assist with receiving and checking deliveries e.g. stationery, hospitality items to ensure orders are correct and complete and issue to relevant department. Assist with returns and despatches.</p> <p>Process invoices/credit notes, obtain budget holder signatures and input into the schools computerised accounts system (FMS). Check supplier statements, investigate and resolve any queries.</p> <p>Process weekly payments following required authorisation and ensure cheques are signed by relevant signatories and posted to suppliers within required deadlines.</p> <p>Be first point of contact in respect of any Petty Cash requirements. Ensuring budget holder has authorised any claims. Ensure petty cash tin is adequately stocked. Maintain petty cash records, reclaiming VAT and reconciling against receipts.</p> <p>General administration including filing and controlling stationery and re-ordering as required.</p> <p>Be first point of contact for the finance team to assist and support staff, parents, students, suppliers, and external agencies – either face to face, by telephone or email.</p> <p>Open finance incoming post and distribute. Monitor finance email box and deal with any queries. Answer and assist with telephone calls – internal and external.</p>

Assist and support the Finance Manager with administration and finance duties to ensure the smooth running of the finance office.

Provide cover in Reception during staff absence or at busy times - answering telephone calls, assisting visitors.

Support with administration tasks across other departments as required.

To carry out break / lunch duties, as required.

#### **Facts and Figures:**

Routine work within defined procedures. No direct supervision of staff. Process payments to totals of 10's of ,000's.

#### **Problem Solving and Creativity:**

Financial duties, constantly working to deadlines. Prioritising workload and working flexibly and adapting to constant changes and with frequent interruptions. Resolve routine issues and refer more complex issues to the Finance Manager.

#### **Decision Making**

Decisions within prescribed financial regulations.

#### **Physical Effort and Working Conditions:**

Working in open plan office environment with frequent use of IT equipment. Some light manual handling of stationery and hospitality equipment. Use of car to bank monies.

#### **Contacts and Relationships**

Regular contact with staff, students, parents, suppliers, and local authorities – this can be by telephone, face-to-face and/or email to provide support, information, and advice.

#### **Additional Information**

To carry out any other duties, within this pay grade, as set out by the Finance or Business Manager.

#### **Knowledge, Skills and Experience:**

Previous experience of financial administration is preferred, and experience of cash handling is an advantage. Enthusiastic, motivated, well organised, methodical, flexible, IT proficient in MS Office and a “can-do” attitude. Efficient and accurate with good numeracy skills. Minimum qualifications of 5 GCSEs at C or above. Tact, diplomacy, confidentiality and excellent communication skills are essential.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

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

Designated Senior Manager: ..... Date: .....