

KEPIER



JOB DESCRIPTION

Name:

Job Title: Finance Assistant

Salary Scale: NJC

Point Range: 7 -11

Permanent Contract

Starting on: TBC

Contractual hours: 37 per week

Weeks per year: 38 weeks + 2 weeks

Hours to be worked: Monday to Thursday: 8.00am – 4.00pm Friday 8.00am to 3.30pm.

Lunch break: 30 minutes (flexibility will be required)

Purpose of Job: To provide effective and efficient financial and administrative support to the school's finance team.

Principal Duties:

- Assist with the day-to-day processing of financial transactions, to maintain accurate records of all income and expenditure in the school's financial accounting system and to ensure compliance with the school's financial regulations.
- Process purchase orders and invoices, reconcile supplier statements, and support with the administration of the purchase ledger.
- Raise sales invoices and reconcile income from the hire of the school's Community Facilities, and support with the administration of the sales ledger.
- Administer the collection and recording of school income received via the school's cashless payment system, including payments for trips and school meals, and other contributions from parents/carers.
- Assist with the preparation of monthly bank reconciliations and financial reports as required.
- Liaise with internal departments and external suppliers regarding queries and outstanding payments.
- Maintain an organised filing system for financial documents (physical and digital).
- Assist in the preparation for audits and financial year-end procedures.
- Undertake general administrative duties to support the finance team.

General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
6. Support the exam team when necessary.
7. Work collaboratively to ensure cover during school holiday periods.

Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seek to improve personal practice.
6. To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.
9. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

That the post holder will be required to comply with all School policies, including the no smoking policy.

Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role.

The post holder must be willing to undertake Fire Warden training and carry out the role.

Responsible to: Finance Manager/SLT/Headteacher

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCP (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....