**OAK LODGE SCHOOL**

**JOB DESCRIPTION**

**JOB TITLE: Part-time Finance Assistant**

**SALARY RANGE: £21,793 to £24,691**

**(pro-rata 20 hrs per week, term time only)**

**REPORTING TO:** **Finance Manager**

**MAIN RESPONSIBILITIES**

* To undertake a range of finance duties under the direction of the Finance Manager
* To assist the school office in the day to day functions of the school

**KEY ACCOUNTABLES**

* Maintenance and reconciliation of the computerised accounts on PS Financials
* Validation and processing invoices and completion of payment runs
* Registering purchase orders
* Processing income through the computerised accounting system
* Reconciliation of credit cards, petty cash and bank accounts
* Compliance with VAT Regulations
* Assisting with completion of monthly returns
* Producing reports for budget holders
* Completion of month end accounts
* Assisting with Year End Closedown Procedures
* Raising invoices and chasing debtors

**GENERAL**

* Help in the office
* Undertake duties as assigned by the School Business Manager or Finance Manager
* To be committed to and comply with all school policies
* These above mentioned duties are neither exclusive or exhaustive and the post-holder may be required to carry out other duties as required by the school
* The post-holder may be expected to work at other sites that are part of the Barnet Special Education Trust

**OAK LODGE SCHOOL**

**FINANCE ASSISTANT PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POST REQUIREMENTS** | **ESSENTIAL/DESIRABLE** | **CRITERIA** | **ASSESSED FROM** |
| Experience Relevant to Post | E | 1 years experience in a relevant financial environment | A/I |
| Competencies and Special aptitude | E | Able to carry out bookkeeping procedures and produce clear financial records | A/I |
|  | E | Ability to work on own initiative, under pressure and manage priorities | A/I |
|  | E | Ability to use spreadsheets | A/I |
|  | E | Organised with excellent time management skills | A/I |
|  | E | Ability to use accounting packages | A/I |
|  | E | Numerate | A/I |
|  | E | Ability to communicate with non financial managers and staff at all levels verbally and in writing | A/I |
| Knowledge relevant to job | E | A knowledge of accounting principles and practice | A/I |
|  | D | A knowledge of schools/education administration | A/I |
| Special Requirements | E | Understanding of principles of Equal Opportunities | A/I |
|  | D | An understanding of working with children and young people with additional needs | A/I |
|  | **Key:**  E=Essential  D=Desirable |  | **Key:**  **A =** Application Form  I=Interview |