

JOB DESCRIPTION

FINANCE ASSISTANT



At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of our students.

GRADE: SCALE 4, TERM TIME + 2 WEEKS
RESPONSIBLE TO: OFFICE MANAGERS / SCHOOL BUSINESS MANAGERS

PURPOSE OF THE JOB

- To provide high level financial administration, providing professional and efficient support for Phoenix School.
- To support the effective operation of the school's finance functions by processing day-to-day financial transactions, maintaining accurate records, and providing administrative and financial support across the school.
- The post holder will ensure that financial procedures are carried out in line with school policies and statutory requirements, and that queries are dealt with promptly and professionally.

THE MAIN AREAS OF RESPONSIBILITY WILL BE:

FINANCE RESPONSIBILITIES

FINANCE & PURCHASING

- Process the school's financial transactions, including raising purchase orders, processing invoices, payments, and petty cash claims.
- Maintain accurate and up-to-date records using the school's financial system (Arbor Finance).
- Manage the finance inbox, ensuring all queries are responded to promptly and professionally, forwarding enquiries internally to relevant personnel as needed.
- Process and reconcile petty cash, expense claims, and BACs payments in line with the school's finance policy.
- Liaise with suppliers regarding deliveries, invoices, and payments, ensuring excellent customer service.
- Verify new supplier details and authenticity through Companies House and other relevant checks, ensuring compliance with the school's financial procedures.
- Oversee the receipt and distribution of goods and services across departments, ensuring timely movement and accurate logging of received items.
- Regularly monitor and review purchase orders, addressing cancellations, overdue orders, and delivery delays.
- Collect and record income from parents, staff, and donations, ensuring all cash handling complies with school financial regulations.
- Support the preparation of financial reports from systems including iZettle, Arbor, SIMS, and others for audit and record-keeping purposes.
- Liaise with external service providers and maintain annual purchase order records, including the setup of service agreements.
- Track ICT subscriptions, ensuring quotes and renewals are managed ahead of deadlines.
- Send monthly reminders for outstanding sales invoices and overdue debts owed to the school.
- Make expense and income adjustments and corrections as required when coding has been entered incorrectly on the system.

- Support the preparation of month-end and year-end reconciliations.
- Produce and circulate termly budget reports and respond to budget holder enquiries.
- Administer and track TFL Oyster Cards, ensuring accurate record-keeping and prompt handling of enquiries.
- Ensure invoices are coded correctly, logged on the system, and sent to budget holders for approval.
- Maintain organised financial filing systems in accordance with the school's retention policy.
- Raise and manage purchase orders for SLA transport services and school travel across sites.
- Prepare and submit monthly Mayor's Free School Meals (MFSM) and Key Stage 2 FSM (KS2FSM) reports to the Local Authority.
- Issue, track, and file Declarations of Business Interest for budget holders.
- Ensure compliance with financial legislation, audit standards, and data protection requirements.
- Oversee school banking, ensuring cash handling and deposits comply with school finance procedures.
- Assist with audit preparations and respond to audit enquiries as required.
- Work closely with the School Business Manager, Office Manager, and other colleagues to ensure accurate and timely financial operations and support.

ADMINISTRATION

- Provide administrative and reception cover during peak periods or staff absences when required.
- Professionally handle enquiries from staff, parents, visitors, and pupils, ensuring a welcoming and safe environment.
- Liaise with parents, the Local Authority, and external agencies as required, ensuring safeguarding concerns are addressed appropriately.
- Maintain accurate manual and computerised records, proactively ensuring all information is up to date and compliant with safeguarding procedures.
- Produce standard correspondence, reports, and letters in a professional and timely manner.
- Support school events, training sessions, and meetings by providing administrative and hospitality assistance, while ensuring safeguarding procedures are observed.
- Ensure the safety and security of the school by monitoring visitor sign-in, access, and compliance with safeguarding policies.
- Supporting School Business Manager and Office Manager with various administrative tasks needed as reasonable request.
- Contribute to maintaining a central "knowledge bank" within the business team to ensure continuity, effective cross-cover, and safeguarding awareness.
- Support the induction and training of new administrative staff, including guidance on safeguarding procedures.
- Ensure all data is handled securely, in compliance with GDPR, data protection legislation, and safeguarding requirements.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Business Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed,

or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.

2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
2. Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

PERSONAL SPECIFICATION



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PERSON SPECIFICATION

All post holders are expected to demonstrate a commitment to Equal Opportunities, a proven ability to work effectively in culturally, and linguistically diverse classrooms.

APPLICANTS MUST HAVE - please address these in your personal statement

QUALIFICATIONS AND EXPERIENCE

- Minimum NVQ Level 3 in Business or Finance (or equivalent qualification).
- Must have GCSEs in English and Maths (grade C / 4 or above).
- Significant experience working in a school or finance environment.
- Experience supporting financial administration and budget management.
- Experience using school MIS (SIMS) and financial systems (Arbor Finance) or similar MIS.
- Experience in SEN or alternative education settings (desirable).

KNOWLEDGE AND UNDERSTANDING

- Working knowledge of school financial procedures and public sector regulations.
- Understanding of safeguarding, Keeping Children Safe in Education and Child Protection.
- Knowledge of data protection and information management best practice.
- Understanding of purchasing, invoicing, credit card and petty cash procedures.

SKILLS

- Advanced Microsoft Excel and strong general IT skills.
- Excellent accuracy, attention to detail and organisational ability.
- Strong written and verbal communication skills.
- Ability to prioritise workload, meet deadlines and work effectively under pressure.
- Confidence in analysing data and maintaining accurate financial records.
- Professional and diplomatic when dealing with staff, parents and external stakeholders.
- Able to resolve issues and make sound decisions within agreed parameters.
- Flexible, proactive, and willing to “go the extra mile”.
- Commitment to professional development and continuous improvement.

OTHER

- The postholder will be required to undergo a satisfactory enhanced DBS check, including adult and child barred list checks.
- Flexible working hours may be required, including occasional out-of-hours work and during school holidays, to meet the needs of the school as part of the additional weeks.

Phoenix School is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.