



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Finance Assistant

### **2. Name of Employee**

### **3. Salary**

Dependant on qualifications / experience.

Grade 3, scp 5-7, £19,650 - £20,444

Grade 4, scp 8-14, £20,852 - £23,484

Full Time, 37 hours per week. All Year Round.

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher through the Academy's Line Management Structure.  
Direct Line Management by the Business Manager.

### **5. Main Purpose of the Job**

The provision of routine Finance administrative support to the Academy as directed by the Business Manager.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. Providing general Finance support to staff within the Academy.
2. Providing advice and information to basic Financial enquiries from staff.
3. Producing and checking Financial statistical information
4. Undertaking clerical work associated with the Academy's financial processes, including:

- a. Recording and reconciliation of all monies collected on Bromcom payment system
  - b. Checking and distribution of invoices to the relevant budget holders for authorisation
  - c. Receipting, paying and other processing of Academy income
  - d. Processing of purchase orders
  - e. Inputting invoices for payment
  - f. Inputting credit notes
  - g. Performing regular bank reconciliations
  - h. Ensure any cash or equivalent is kept secure at all times
  - i. Ensure all paper records and statements are filed and that an audit trail is evident
  - j. Processing of daily remittances including matching cheques with appropriate paperwork.
  - k. Regularly checking for outstanding orders, invoices, issued and received and chase such items to ensure prompt clearance
  - l. Assisting with month end reconciliation process
  - m. Assisting with monthly payroll reconciliation
  - n. Inputting and reconciliation of all credit card transactions
  - o. Maintenance of fixed asset register and recording of depreciation
5. Requisition of goods. To prepare and process orders resolving any routine issues that arise to ensure that stock levels are maintained. Ensure items procured are received and that invoices are checked prior to being passed for authorisation.
  6. To assist the Business Manager in ensuring that the procurement of goods, supplies and services are in accordance with the Academy's preferred supplier/s that deliver the best overall value for money at the lowest material cost.
  7. Assist the Business Manager with any audit and internal scrutiny requests
  8. Issuing invoices on behalf of the Academy
  9. Assisting the Business Manager with month end procedures.
  10. Administration and maintenance of the Academy's Access and Bromcom Software packages
  11. Generate and print off financial reports as requested
  12. Prepare cheques for signing as required
  13. Support the Business Manager in working out costings for events, excursions and activities including payment schedules and collection methods. Monitor payments received contacting parents and keeping staff informed as appropriate.
  14. To liaise with the Site Team on availability for lettings' bookings and to assist with the financial administration and completion of lettings applications and payments.

15. Manage the return of unsuitable or damaged items ensuring replacement is received or a credit note is given as appropriate.
16. Financial administration of staff training / CPD.
17. Providing advice and information to basic enquires from students (finance related and according to policy and procedure)
18. Providing advice and information to basic enquiries from parents. (finance related and according to policy and procedure)
19. Mentoring apprentice/s if applicable
20. Oversee the work of more junior finance staff on a day to day basis, coordinating their activity and monitoring their output.
21. To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication specifically from Access, Bromcom and BMS.
22. To support the maintenance of inventories and returns to comply with statutory requirements. Ensure that the Academy inventory is updated and items are disposed of appropriately.
23. Check off orders and deal with ordering queries.
24. Carry out physical check of stock as required.
25. Ensure that the archiving of all records is carried out according to Academy guidelines and policy.
26. Use of the BMS system to inform Payroll of any additional payments or deductions from salary as directed by the Business Manager.
27. Provide budget holders with a range of financial and budgetary information as required
28. Satisfy requests for statistical information in a variety of formats in accordance with relevant data protection requirements.
29. Assist the Business Manager in monitoring budgetary expenditure throughout the year
30. Operate the Academy's financial procedures in line with the Academy Trust Handbook, statutory guidelines, financial regulations and DfE / ESFA / Academy policy and practice.
31. Being aware of the GDPR and Data Protection Act and other legislation to ensure the confidentiality of records and information is maintained.

**All staff:**

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

**Health and Safety:**

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 22. The contents have been agreed in consultation with the post-holder/s and the Academy.