**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Finance Assistant**

Job Title: Finance Assistant

 Responsible to: Finance Manager

 Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Finance Assistant will be responsible for supporting the Finance team with the day to day running of school finances. The Finance Assistant reports to the Finance Manager and has responsibility for supporting with the following areas; purchase orders, school trips/payments, processing and reconciling a range of financial transactions.

**Specific Responsibilities**

**Purchase Orders**

* Support the Finance team with;
	+ the purchase order process ensuring all purchase orders are authorised by the relevant budget holder
	+ entering all purchase orders received onto IRIS Financials and place orders for departments with Suppliers
	+ setting up supplier details on accounting system
	+ advising site staff and reception of deliveries due to be received and manage goods received
	+ reconciling delivery notes and invoices to purchase orders and prepare in readiness for processing
	+ checking and reconciling statements received
	+ Filing all invoices

**School Trips/Payments**

* Support the Finance team with;
	+ putting trips on ParentPay
	+ resolving any ParentPay queries from parents and staff on a daily basis
	+ downloading payments from ParentPay on a weekly basis and send to trip leader of relevant trip
	+ chasing any payments outstanding on a regular basis and update trip leader and pastoral of any late payers to ensure students circumstances are followed up and assistance is given where possible
	+ managing any payment arrangements agreed with parents and ensure the total trip cost is covered prior to the trip taking place
	+ liaising with the Pupil Premium coordinator to ensure funding for those vulnerable students and account for it correctly
	+ preparing and reconciling cheques, and cash for banking
	+ processing trip refunds on ParentPay as and when required
	+ processing trip supplier invoices and prepare payments by BACS
	+ sending out activation letters to parents and staff
	+ processing, reconciling and banking charity monies received as and when required
	+ Preparing and reviewing the Trip reconciliation with the Finance Manager after completion of the trip and ensure all funds are accounted for correctly.

**Other**

* Support with processing the month end bank reconciliation for the academies accounts in IRIS Financials
* Support the Finance team in administration of all financial matters
* Undertake main reception duties, answering routine telephone and face to face enquiries and signing in visitors when required to cover for absence and daily lunch break

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSEs grades 4 – 9 including English and Maths
 | * Grade C pass at A Level in any subject or an equivalent qualification in any subject
 |
| **Experience** | * Previous work experience in an office
 | * Previous experience in a school environment
 |
| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school
 | * Knowledge of safeguarding requirements for working with children
 |
| **Skills** | * Excellent IT skills, intermediate Excel and Word
* Good standard of numeracy and literacy
* Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities
* Ability to balance priorities and responsibility for the completion of a task
* A good skill level of checking integrity of data
* Willingness to take part in additional training when the acquisition of new skills is required
 |  |
| **General/****Personal Qualities** | * Smart, business-like, professional appearance
* Capacity to remain calm and to cope under pressure
* A team player, collaborative worker
* Self-motivated
* Initiative
* Proactive
* Ability to contribute greatly to the wider life of the School
* Driven with a desire to improve systems within a specialism
* Resilient
* Strives for excellence in every aspect of school life
* Understanding the need to convey the professional image and ethos of the school
* Organised, accurate and detail conscious
* Maintain confidentiality and work with discretion at all times
* Conscientious and reliable
* Determination and perseverance
* Enthusiasm
* Patience
 |  |

Signed: ……………………………………………… Employee: ………………………………….