



April 2025

St Richard's Catholic College is looking for a Finance Assistant. If you are working in a school and looking to progress up the career ladder, this could be the job for you. Being a Finance Assistant might be the first step on the ladder to becoming a Bursar and in the fullness of time, a Business Manager, as we will support you, and your development and training on recognised programmes, every step of the way.

The successful candidate will work as part of the Finance Team under the line management of the School Business Manager, and will be responsible for the day-to-day financial functions of the school. This will include raising orders, receipt of school income, banking, monthly reconciliations, budget monitoring and assisting the School Business Manager with the budget processes, but this is not all. If you are looking for a variety you will learn about Premises Management, Health and Safety, and Personnel.

Previous experience of working in a school is desirable, but training will be given for all aspects of the job. The role is part-time, for a maximum of 37 hours per week, Monday to Friday, term time only plus one week. The salary range is between £25,183 - £25,583 per annum pro rata.

If you would like to find out more information, please contact Miss Julie Bright for an informal chat; visits to the school are also warmly welcomed - email missbrightj@strichardscc.com, telephone 01424 731070 ext 107.



JOB DESCRIPTION

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| Post title | Finance Assistant |
| Responsible to | Business Manager |
| Salary | Single Status Grade 5 |
| Main Purpose of the Job | To administer and prepare school accounts and to assist in the preparation of budgets. To provide support to the Business Manager in all financial and administrative functions |
| Duties and Responsibilities | <ul style="list-style-type: none"> • To administer the school budget on the school's Financial Management System. To undertake regular reconciliations. • To monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers. • To bank all school income. To ensure all income is accurately accounted for, and receipts given for cash, cheques and online payments. • To administer the Petty cash account. • To process orders and receive and distribute supplies when necessary. • To maintain records for audit and prepare for audit visits. • To ensure the Asset Register is kept up to date. • To archive financial records. • To administer the School Fund and all related financial records. • To monitor and invoice all lettings of premises. • To support the Business Manager in the preparation of budgets. • To assist the Business Manager with the preparation of reports for the Governing Body. • To support the Business Manager with Health and Safety across the site. • To support the Business Manager in some areas of Personnel including the updating of the Single Central Record. You will also be responsible for requesting DBS checks. • To carry out the above duties in accordance with the St Richard's Equal Opportunities Policy. |

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.



PERSON SPECIFICATION

Finance Assistant

| | Essential criteria | Desirable criteria |
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| Qualifications | <ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C(4) or above. | <ul style="list-style-type: none"> Finance qualifications. |
| Experience | <ul style="list-style-type: none"> Experience of working with SIMS or a similar data management system. Experience of using word processing, spreadsheets, database and IT packages. Experience of working in a financial based role. Experience of producing standard financial reports. Some experience of budget monitoring and account reconciliation. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. | <ul style="list-style-type: none"> Experience of working in a school environment. Experience of working with young people and parents. |
| Knowledge and Skills | <ul style="list-style-type: none"> Ability to work in an organised and methodical manner. Ability to maintain efficient record keeping systems. Ability to assist with the production of accurate records and reports as required. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents. Able to converse at ease with customers and provide advice in accurate spoken English. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. Ability to show sensitivity and objectivity in dealing with confidential issues. A basic knowledge of the financial workings of a school. Some knowledge of budget management and accounting techniques. Knowledge of, or willingness to learn, a range of computer applications including financial management | <ul style="list-style-type: none"> Good typing speed. Knowledge of using FMS in schools. |

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| | <p>systems and Schools Cash Office.</p> <ul style="list-style-type: none"> • Highly competent in the use of ICT – especially Excel and Word. • Excellent communication skills, both written and oral • Excellent administrative and organisational skills. • Extremely organised and able to deliver on time and to agreed quality standards. • Understand the importance of confidentiality and discretion. | |
| <p>Personal Attributes</p> | <ul style="list-style-type: none"> • Motivated, enthusiastic and flexible. • Friendly, helpful, welcoming. • Excellent interpersonal skills. • A desire to develop yourself. • Ability to work under pressure. • Excellent record of attendance. • Accurate with good attention to detail. • Ability to demonstrate commitment to Equal Opportunities. • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge. | <ul style="list-style-type: none"> • Capacity to take on additional hours in busy periods. |