

**Stockport School**

**Job Description**

**Finance Assistant (Scale 3)**

**Post reports to**: Business Manager

**Main Purpose of the Job**

To provide support to the finance function of the school, assisting in maintaining efficient and effective financial procedures and systems across the school.

**Responsibilities**

* To administer the collecting of monies for trips, shop purchases, events, music lessons etc.
* To process invoices for payment, ensuring procedures are adhered to.
* To assist in processing BACS and cheque payments to suppliers, following set authorisation levels.
* To process credit card orders, following authorisation from the Headteacher, and record details in readiness for reconciliation.
* To process orders for staff, ensuring best value and quotations have been obtained.
* To record deliveries of goods received into school and to ensure they are delivered to the appropriate department.
* To assist in publishing trips, visits and resources on the payment gateway.
* To assist in the maintenance of the school’s inventory record.
* To carry out finance and administration duties as assigned by the Business Manager.

**Continuing Professional Development**

* In conjunction with the line manager, take responsibility for personal professional development.
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description agreed correct by:**

Postholder:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_