



Strand on the Green Junior School – Job Description

Spirited • Scholarly • Supportive

Job title: Finance Assistant

Salary and grade: Scale 5 (£32,070-£33,987 pro rata, actual salary approx. £7,697-£8,157 per year)

School: Strand on the Green Junior School

Line manager: School Business Manager

Main Purpose:

- To provide finance support to the School Business Manager
- To work with all staff to ensure a high standard of provision for all Strand children.
- To build strong links with pupils and their families.
- To be responsible for promoting and safeguarding the welfare of children at Strand.
- To undertake other tasks or responsibilities as required by the Head teacher or SBM

Main Activities:

Finance Support

Processing purchase orders and invoices and arranging payments
Reconciling income and expenditure against bank statements
Preparing finance reports for the SBM, governors and the local authority
Maintain the finance filing system

Payments and Bookings

To manage clubs, trips, music and events payments via School Spider
To assist in the management of the Breakfast and after-school Cygnet Club

Safeguarding/Welfare

Ensure all information is treated confidentially and have absolute discretion at all times
Ensure that all duties and responsibilities are undertaken in accordance with the school's policies.
Be watchful for child protection/safeguarding issues and inform the head teacher/deputy immediately of any concerns.

KT (Sept 2025)