

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Finance Assistant

Job Description

Responsible to: Finance Officer

Salary Scale: Grade 5

Working Time: 2 or 3 days (14 or 20 hours) per week
3 days per week would be required during busy periods
Term Time only plus 2 weeks (40 working weeks per year)

Job Purpose:

- Responsible for the purchase order process
- Responsible for Student Bursary payments and recording
- Assist Finance Officer in other Finance tasks

Duties

- Manage the purchase ordering process; ensuring effective procurement practices & procedures are followed for all purchase order requisitions (i.e. adequately authorised, coded and quotes obtained if necessary)
- Assist with monitoring the Finance email address when Finance Officer is absent
- Emailing authorised orders to suppliers via PSF document emailer, monitoring and dealing with any queries / returns as required
- Processing of all online orders requiring payment via procurement credit card; ensuring correct authorisation / coding is obtained beforehand
- Place orders for refreshments for staff to ensure stocks are always available
- If required assist the Finance Officer to meet BACs deadlines by processing some invoices
- Assist in month-end procedures
- Ensure all orders are filed correctly with necessary documentation to meet audit requirements
- Assist Finance Officer to manage the 6th Form Bursary scheme

General Duties

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities / performance development as required
- Carry out other duties as required from time to time by the Finance Manager

- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

May 2021