



Finance Assistant

Job Description

Report to: School Bursar
Hours of Employment: 25 hrs per week (9-2 or similar within the school day)
38 weeks per year (mostly term time, but some days work will be needed in August and Easter for audit)

Key responsibilities:

- Day-to-day processing of the school finances in accordance with the school financial regulations;
- Management and administration of school income on ParentPay, including trips;
- Assist in the input and processing of all invoices received to the school, using the school's finance software;
- Arrange the authorisation and payment of invoices in a timely manner;
- Operate the school bank account for payments via the internet;
- Investigate all anomalies with invoices;
- Act as a first point of contact point for debtor queries;
- Process Purchase Orders when required, on the school's finance software;
- Enter all cash book entries including daily banking, kitchen income and Direct Debits;
- Reconcile the bank account on a regular basis;
- Respond to all routine correspondence relating to accounts work;
- Compilation and distribution of all internal department transfers;
- Make all school credit card purchases once correctly authorised;
- Assist in and document kitchen stock takes annually;
- Assist during annual audits;
- Working as part of the school support team, providing a flexible resource by contributing to and assisting with any other tasks required under the direction and guidance of the School Bursar;
- Cover some of the weekly first aid duty rota;
- Be available to accompany school trips as a responsible member of staff;
- Carry out any associated duties as requested by the SMT.