



GUISELEY SCHOOL

Job Description: Finance & General Administration Assistant

Grade:	Grade B3
Responsible to:	Finance Manager
]Responsible for:	N/A
Terms:	30 hours per week all year round. Requirement to occasionally work outside of school hours and off school premises as required by the school. Hours can be worked over 4 days or 5 days; but must include Fridays.

PURPOSE OF ROLE

To assist the Finance Team in providing a comprehensive financial service for the school.

Main Duties and Responsibilities

Finance

1. The provision of customer service for all staff, students and parents for finance queries, including managing queries on the Finance Helpdesk.
2. All online collection of monies for specific school fund accounts, including the operation and maintenance of the school's cashless software system, including informing departments of receipts from the system on a daily basis
3. Send overdrawn and low balances reports from the online on a weekly basis, to minimise the risk of bad debts.
4. Support with the processing of invoices, including goods receipting on the Leeds City Council (LCC) accounting system.
5. Supporting the trip administration process including sending out letters to students and chasing overdue payments.
6. Ensuring that all records and filing systems in relation to the School Fund are maintained electronically, in line with GDPR and the schools' record management procedures
7. To maintain Free School Meal records, liaising with the Leeds Benefits Service as required
8. Assisting in the preparation of bank reconciliations
9. Assisting in the preparation of gift aid claims to HMRC

Finance and Administrative Support to Curriculum Departments

1. To contribute to the development and organisation of systems/procedures the School in relation to trips/visits and the resale of curriculum materials to students
2. To support the pastoral teams with the organisation of the Year KS4/5 prom, yearbook and hoodies from a financial perspective
3. Providing administrative support for the careers programme, which includes updating Unifrog, monitoring 'Compass' and other platforms to keep informed of the local job market

4. To support the running of an efficient reprographic service, ensuring requests for teaching materials are produced to corporate standards and meet agreed deadlines. This will be up to 4 hours per week.
5. Operate and maintain print and photocopying equipment, performing simple first-line fixes and reporting to ICT Services for repairs as necessary.
6. Monitor paper, toner and printer staple usage when using photocopiers and reporting low stock to ICT services as required.

Other duties and responsibilities

1. To participate in professional and personal development programmes as required, including training and the appraisal process
 2. To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
 3. To contribute to the overall ethos/work/aims of the school
 4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
 5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
 6. To support the School's Equality and Diversity Policy
 7. To appreciate and support the work of other professionals
 8. To undertake any other duties commensurate with the grade of the post
 9. To identify improvement areas within the Finance Team where appropriate
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VARIATION IN ROLE

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.

Signed Postholder: _____ Date: _____

Name (Please PRINT): _____

PERSON SPECIFICATION

POST TITLE: Finance Assistant

GRADE: B3

	Criteria (Essential / Desirable)	
SKILLS	Effective use of ICT packages	E
	Knowledge of School specific software	D
	Strong numeracy skills	E
	Ability to relate well to children and adults	E
	Ability to work constructively as part of a team and to be flexible when required	E
	Ability to organise and prioritise own workload	E
	Use of relevant equipment / resources	E
	Excellent customer service skills	E
	Excellent interpersonal and communication skills [written and verbal]	E
KNOWLEDGE & EXPERIENCE	General clerical / administrative work	E
	Basic bookkeeping knowledge / experience	D
	Knowledge of relevant polices/codes of practice & awareness of relevant legislation	D
	Experience of working within a school environment	D
	Knowledge of safeguarding policies & procedures and experience of putting this into practice	E
QUALIFICATIONS/ TRAINING	Equivalent of 5 GCSE subjects at grade C or above or NVQ2 equivalent, including maths & English language	D
	Recognised training in Finance	D
	NVQ3 or equivalent qualification	D
	Recognised IT qualification	D
	Participation in training and performance review	E
	First Aid at work qualification	D
OTHER REQUIREMENTS	Willingness to be flexible with working hours to respond to School's needs	E
	Commitment to uphold School policies	E

	Willingness to offer first aid services	D
HOW IDENTIFIED	Application form; certificates and selection process	