St Peter's
Church of England Primary School

Peter Hills
with St Mary's & St Paul's Church of England School

St Jude's
Church of England Primary School

Job Description

Job Title:	Finance Assistant		**School Name:**	**St Jude's, St Peter's & Peter Hills**
Grade and Range:	Grade 5 – scp 6 (FTE £31,530) to 13 (FTE £34,863)		**Hours:**	28 hours per week/ flexible hours
			Working Pattern:	Term Time Only + 2 weeks
Reports to:	Headteacher and SBM		**Supervises:**	None

Purpose:	To act as Finance Assistant to the SBM by providing support for the finance function of the school. 1. Providing efficient finance assistance to the school Bursar /SMB 2. Providing assistance to other staff members with regard to purchasing 3. Responsibility for the school fund.

Principle Accountabilities:

1. Providing efficient finance assistance to the School Business Manager, including:

- Maintenance of departmental capitation expenditure records, and distribution to departments on a regular basis
- Processing purchase orders, receiving delivered goods and processing invoices
- Control of petty cash, ensuring receipts obtained for all purchases
- Receipt, recording, safekeeping and banking of all departmental cash income (e.g., sale of books, stationery, etc)
- Maintenance of accounts filing system, suitable for auditing purposes
- Assisting the Bursar with the production of financial reports for internal and LEA use.

2. Providing assistance to members of staff with regard to purchasing, including:

- Advising on best-value suppliers
- Suggesting alternative goods or suppliers
- Ensuring sufficient departmental funds prior to processing orders.

3. Responsibility for school fund, including:

- Recording of receipt and expenditure on the school's accounting system
- Safekeeping and banking of monies received.

General Statements	▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.

	▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

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Person Specification

Job Title:	Finance Assistant		School Name:	<insert the school name>

		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	▪ A Sound knowledge of accounts filing systems for auditing purposes. ▪ Computer literate. ▪ A working knowledge of local authority computerised financial systems. ▪ Relevant basic accounting or booking qualification	E E D D	Indicate how skill will be assessed either **a**pplicatio n form, at **i**nterview or **t**ested.
Experience:	▪ Experience of financial procedures, cash handling and cash security in a similar public sector environment. ▪ Experience of purchase ledger and accounts receivable. ▪ Experience of dealing with schools' non-public funds.	E E D	
Aptitudes, skills and competencies:	▪ Experience of financial procedures, cash handling and cash security in a similar public sector environment. ▪ Experience of purchase ledger and accounts receivable. ▪ Experience of dealing with schools' non-public funds.	E E E	

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Special conditions:	▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.	E E E E E E E E	