



THE DOWNS SCHOOL  
& SIXTH FORM

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| <b>Job Title: Finance Support Assistant</b>  | <b>Responsible to: Finance Manager</b> |
| <b>Hours:</b> Permanent 12 Hours (3 hours/day for 4 days) Plus 1 Inset Day and 1 week during school holidays at Year End | <b>Salary:</b> West Berks Band E       |

### JOB PURPOSE

- This is an admin role to support the existing finance manager and team with administrative tasks within the department. It is a role supported heavily by schools' accountancy and finance manager.
- Collect and communicate payroll information to the payroll provider every month.
- Administration of primary school payments to suppliers.
- Raise and issue invoices.
- Complete month end returns to WB schools accountancy, supported by finance manager.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Line manager is the finance manager at The Downs School

### MAIN DUTIES AND RESPONSIBILITIES

#### Payroll

- Existing and new staff contract change finance documents for payroll and HR processing.
- Collect all staff timesheets and submit absence and other leave details.
- Support the finance manager in basic monthly reconciliations for primary schools.

#### Payment administration and management

Working within schools' policies and procedures to:

- Check, code and record all invoices on Access accounting system.
- Reconciliation of invoice with orders, ensuring correct authorisation by budget holder
- Process all payments to suppliers and expenses to staff.

#### Monthly financial accounting procedures

- Reconciliation of main school bank account
- Reconciliation of sales and purchase ledger accounts
- Enter income from WBC into financial accounting system and reconcile.
- VAT return to WBC
- Prepare and enter journals to financial accounts as necessary.

### School Financial Management

- Enter budgets to financial accounting software.
- Issue various sales invoices.
- Banking for main school income

### Additional Duties

- Any other duties which reasonably fall within the purpose of the post, and which may be allocated by line manager or finance team.

### SCOPE OF JOB (Budgetary/Resource control, Impact)

No direct budgetary responsibility

### PERSON SPECIFICATION

| KEY CRITERIA  | ESSENTIAL   | DESIRABLE |
|---|---|-----------|
| <b>Qualifications and Training</b>                                      | <ul style="list-style-type: none"><li>• Good literacy skills</li><li>• Very good numeracy skills</li></ul>  |           |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <ul style="list-style-type: none"><li>• Able to communicate effectively with suppliers, parents and carers, pupils and other staff.</li><li>• Able to work effectively with spreadsheets, word processing software and Office 365</li></ul>             |           |
| <b>Work-related Personal Requirements</b>                               | <ul style="list-style-type: none"><li>• Flexible approach to tasks</li><li>• Willing to work as part of a team.</li><li>• Quick learner</li><li>• Thorough, with good attention to detail</li><li>• Can manage own time and tasks effectively</li></ul> |           |