**Nunnery Wood**

High School



**Hours 30 per week**

**Grading:** Scale 5

**Weeks:** Term time plus 10 days

**This list is not exhaustive and can be amended or updated following appropriate consultation with the post holder**

**Finance Systems:**

Accurate recording of payments to finance system

Recording of all non-cash income

Monthly prepayments and accruals journals

Production of Debtor ledger invoices

Joint/Dual use reporting and recharging to 3rd parties

Internal recharging between budget holders as directed

**Analysis**

Keeping accurate school fund balances

School trip and events financial reports

Month end reporting of creditor ledger, debtor ledger and statements

VAT and petty cash reconciliations

Assistance with fixed assets

Monitoring and accurate reporting of capital income and expenditure as directed

**Payroll**

Back up for the whole payroll process in the absence of the finance manager

Preparation of the gross and net variance report for authorisation

Presentation of monthly expenses and overtime claims for review

Carrying out the processing of payroll related journals as instructed

Ensuring personnel correspondence relating to pay is accepted and signed prior to payroll changes

**Audit**

Collection and collation of data required for Internal Assurance visits and external audit as directed. To support the audit process as required

**General**

Assisting staff, students and parents with finance related queries

Provide training on finance systems

Support and administration of other financial systems

Attend training sessions as relevant to the role

Other tasks which are considered commensurate with the scale and scope of the post