



ALL SAINTS RC SCHOOL FINANCE ASSISTANT

JOB DESCRIPTION	
DEPARTMENT: Finance	JOB TITLE: Finance Assistant
CONTRACT TYPE: Permanent	
REPORTS TO (Job Title): Business Manager	Grade 5
1.	MAIN PURPOSE OF JOB To provide an operational, finance support service to the school; assisting the School's Business Manager.
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:
i.	Supporting the Business Manager in the day to day financial operations, dealing with first level general finance enquiries ensuring they are dealt with promptly and courteously.
ii.	Being the school contact for all purchase ledger queries, orders, returns
iii.	Specific Finance Support Activities including: <ul style="list-style-type: none"> • Requisitioning orders • Processing GRNs, Creditor Invoice Payments • Processing Debtor invoices • Preparing BACS payment runs, writing cheques • Maintaining ParentPay System, educational visits, record and reconcile transactions • Management of petty cash and staff expenses. • Collection of income and fees • Assisting with the financial administration of school trips • Basic financial system administration
iv.	Assist with the maintenance of the school's in-house finance system (PS Financials)
v.	Assist the Business Manager with the production of financial information for the school budget, annual audit and other financial projects as required.
vi.	General clerical support (filing, photocopying, recording and inputting information on existing systems).
vii.	Producing Excel spreadsheets and word processed documents, standard letters and forms, as directed by the Business Manager

	viii.	Preparing the payment run and supporting with banking reconciliations.
	ix.	Process credit card expenditure and photocopying charges for the school.
	x.	Deal with operations surrounding the School funds accounts liaising with both internal and external parties involved. Dealing with reconciliation, income, expenditure, balancing on PSF, and end of year reports.
	xi.	Work and liaise closely with members of SLT on income streams, raising invoices and sales ledgers.
3.	SUPERVISION / MANAGEMENT OF PEOPLE No responsibility for others other than helping induction of new staff No. Reporting - Direct: None Indirect: None	
4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> • Minimal supervision, established procedures, practices and daily routines. The jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of their manager. • Deals with routine problems effectively. • Respond to routine correspondence. • Ability to give routine advice and seek information from staff / pupils / parents / suppliers 	
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> • All staff, pupils, parents, and Governors, contractors, suppliers, and other external parties. • Other outside agencies like the LA, and companies providing goods and services to the school. 	
6.	DECISIONS – discretion & consequences <ul style="list-style-type: none"> • Working within understood school policies, uses initiative and judgement. • Makes decisions from an established range of alternatives, e.g. ordering supplies, inputting/ updating information on the system. • Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. • Judgements to design, develop to improve systems for the school using job-related facts or situations. • Can suggest modifications/ variations to practices. • The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents. 	
7.	RESOURCES – financial & equipment <ul style="list-style-type: none"> • Normal Office Equipment, responsible for the accurate handling and security of cash and cheques. 	

8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <ul style="list-style-type: none"> • Work Demands The job has a constant predictable workload with routine. Required to work to deadlines. • Physical Demands, This role is largely office bound but sometimes involves moving around the school premises • Working Conditions No unpleasant working conditions. Normal office environment • Work Context There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses. The office is busy and you will need to be able to manage interruptions.
9.	<p>KNOWLEDGE & SKILLS</p> <p>Specific Requirements:</p> <ul style="list-style-type: none"> • Must have good organisational and time management skills • Must be computer literate and advanced use of Excel, Word and Outlook • Must have good keyboard skills and be able to input and retrieve financial data in a timely and accurate manner • Have experience of routine financial procedures. • Would ideally have some knowledge or experience of Financial Management Systems. • Ability to provide accurate information and attention to detail. • Ability to communicate effectively at all levels. • Ability to work under pressure and towards tight deadlines • Be self-motivated and work independently • Understanding of child protection issues and acceptance of the school's policies and procedures regarding Safeguarding
10.	<p>Position of Job in Organisation Structure</p> <div style="text-align: center;"> <div data-bbox="518 1326 1042 1397" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Job Reports to: Business Manager</div> <div style="width: 1px; height: 20px; background-color: black; margin: 0 auto 10px auto;"></div> <div data-bbox="430 1464 1070 1536" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">THIS JOB Finance Assistant</div> </div>