



Finance Assistant

Excellent organisation, high quality support, data accuracy

Main Purpose of the Role

To be part of an effective and efficient team processing and managing the finances and resources of the school.

Key Responsibilities

- To input and process all purchase orders and invoices across all aspects of the school, including credit cards.
- To manage suppliers through reconciling statements and dealing with queries.
- To prepare payments to suppliers through the BACS system.
- To prepare sales invoices and process income received.
- To analyse and allocate income received via online payments from ParentPay.
- To provide support to trip leaders with regard to setting the trip up on ParentPay, monitoring and reporting on payments, booking trip related expenditure items and making payments as scheduled.
- To reconcile trip income and expenditure at the end of each trip.
- To provide support to students and parents on all financial and trip related queries.
- To operate the petty cash system.
- To assist with and complete monthly and year end routines, including processing journals as required.
- To maintain the fixed asset register and complete ad-hoc physical verification checks of assets.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

Person Specification

Assessed by Application (A), Interview (I), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	GCSE English and Maths at Grade C or 4, or above.	✓		A, I, R
Experience	- Experience of dealing with external agencies/customers. - Experience of financial procedures, systems and processes. - Microsoft Word and Excel - A general understanding of financial systems in a business and/or educational environment	✓		A, I, R
Experience	- Experience of working in a school. - Experience of working with ParentPay. - Experience of dealing with parents of students.		✓	A, I, R
Skills & Knowledge	- High standards of accuracy and attention to detail. - Ability to take ownership of own areas of work with minimal supervision required. - Understanding of safeguarding. - Positive attitude to personal development	✓		A, I, R, T
Skills & Knowledge	- Experience of purchase and sales ledger up to trial balance. - Experience of cash control including petty cash. - Experience of purchase order processes.		✓	A, I, R
Personal Skills & Attributes	- Honesty. - Excellent interpersonal and communication skills. - Ability to develop relationships across all aspects of the school community. - Good record of attendance and punctuality - Ability to work as part of a team. - Adaptability.	✓		A, I, R