

Role Profile: Finance Assistant

Purpose

To provide accurate, efficient and effective support to the Business Manager for the development and operation of the finance functions of the schools.

Key Accountabilities

Relationships

The post holder is responsible to the Business Manager. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To attend events, including Saturday Open Mornings;
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

Purchasing and Payments:

- processing of purchase orders from requisitions, in accordance with agreed authorisation and timescales.
- printing of purchase orders, checking for accuracy and distributing to suppliers.
- assisting with the distribution of deliveries.
- processing of invoices, checking against orders and goods received notes and ensuring necessary authorisation ready for payment.
- investigating and resolving supplier invoices under query, arranging returns and ensuring refunds or credit notes are received.

Bank and Cash:

- administering, counting and reporting of petty cash.
- administering cheques payments from the schools No.2 Accounts and submit relevant returns to Head Office.
- administering credit card payments and submit relevant returns to Head Office.
- assisting with month end procedures and reporting to Head Office.

Payroll:

- checking claims for accuracy before for authorisation and/or processing.
- collating monthly overtime sheets, expense forms and pay adjustments and pass for processing.

REPORTING & GENERAL:

- assisting the Business Manager with information for month end reporting.
- providing a range of clerical duties to ensure the smooth running of the Bursary such as general typing, data entry, filing, photocopying, scanning, faxing and emailing.

GENERAL ADMINISTRATION:

As part of the Bursary and Admin Team, the Finance Assistant will also provide general administrative assistance and support including:

- Taking incoming calls and directing them as appropriate.
- Any other general administration as deemed reasonable and necessary.
- Holiday or temporary cover as required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	✓ Educated to GCSE level with Maths and English at Grades A*-C or equivalent	✓ Knowledge and skills in using MS Office, particularly Word and Excel
Skills	✓ Excellent organisational, oral and written skills ✓ Ability to plan, organise and prioritise work schedules and be self-motivated to achieve deadlines ✓ The ability to work alone and prioritise own workload ✓ Professional communication skills, able to communicate with a variety of individuals in person, in writing and on the telephone ✓ Flexible and motivated team member	✓ Previous experience in a similar role, or ability to demonstrate transferable skills ✓ The ability to work efficiently under pressure and as part of a team
Experience	✓ Experience of working in a reception or office administration role ✓ Experience of delivering excellent customer service	✓ Previous experience of working in education would be an advantage
Other	✓ Willingness to undertake further training/development opportunities	✓

Key Stakeholders:

Internal - SLT, staff, pupils, parents

External - Cognita School Support Centre

Signed: Name (print):

Date: