

Finance Assistant

Job Description

Grade: GR2

1. Job Purpose

- 1.1 To support the general administration of the school with particular responsibility for certain finance and administration functions

2. Key Responsibilities

- 2.1 To implement the agreed vision and aims of the school
- 2.2 To set an example of personal integrity and professionalism
- 2.3 To be an effective team player
- 2.4 To follow all agreed school policies and procedures
- 2.5 Ensure the provision of effective administrative; secretarial and clerical support to the Head Teacher and other teaching staff as required.
- 2.6 Raising purchase orders from requisitions accurately as required
- 2.7 Administering unofficial funds of the school, in particular the PTA account, collating, counting and banking of cash and maintenance of appropriate financial records
- 2.8 Completing the monthly VAT claim returns to the Local Authority Finance Section
- 2.9 Reconcile monthly bank statements on the school's financial system, attaching associated payment or income correspondence.
- 2.10 To keep abreast of current developments and undertake relevant CPD when appropriate
- 2.11 To ensure an audit trail exists for all aspects of work
- 2.12 Work within the parameters of schools financial procedure regulations
- 2.13 Liaise with the Local Authority finance section
- 2.14 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.15 To ensure all tasks are carried out with due regard to Health and Safety

- 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings
- 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Office Manager
- 3.2 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
None			

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	At least two years' experience working in bookkeeping/financial environment Experience of working in a school or local government environment	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	Working knowledge of spreadsheets and databases Good written and oral communication skills Proven organisational skills Understanding of the need for confidentiality Patience and the ability to deal with a wide range of demands from a variety of people Polite, pleasant and efficient telephone manner Flexible attitude towards day to day tasks Ability to work under pressure Ability to work effectively as part of a team Ability to work with a minimum of supervision	AF/I AF/I AF/I AF/I AF/I
Training	Training on internal online systems and schools LA financial procedures will be provided	
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: School Business Manager – November 2024. ***Subject to current BCC JDQ Review Implementation April 2025***

Date:
