

Job Description – Finance Assistant



Job Title: Finance Assistant **Reports to:** Business Manager

Band: F

Main Job Purpose:

To provide efficient and effective Financial Administration & Processing as required for the Financial Management of the School and to ensure month and year end deadlines met.

Main Duties:

- To accurately administer the Finance Systems and Software in accordance with the School's Financial Procedures Manual, including SIMS & TUCASI
- To create, maintain and implement necessary procedures and systems to assist and improve the orderly running of the school's financial regulations
- Operating and monitoring all systems for the procurement of equipment, materials, deliveries and confirming receipt of goods
- To use the appropriate systems to input orders, invoices, receipts, internal charges, computer generated cheques and reconciliations
- To deal with banking including e-returns and reconciliations
- To reconcile bank statements in accordance with Financial Procedure
- Inputting of the monthly TABS on to FMS system
- To be responsible for all aspects of the online payment system currently, Schools Cash Office, for the school, voluntary and school journey accounts
- Implementing and maintaining efficient and safe routines for the collection, security, banking and distribution of cash and cheques
- Working with the Business Manager to Operate the Financial Management System in respect of monitoring expenditure and income against all budget headings, providing advice and guidance to budget holders and producing reports as required
- To work with the Business Manager to ensure the School Inventory/Asset Register is maintained and accurate
- Investigate any discrepancies as they arise, e.g. invoice and orders
- Prepare data as required, e.g. for the Census
- To manage, record and reconcile the School's petty cash
- Take and deal with calls and emails to the school office, as required
- To assist with the SCSR as requested
- To assist with cover within the school office team as required due to sickness or holidays
- Attend and participate in meetings as scheduled
- Keep up to date with Financial legislation applicable to this role
- Any other ad hoc duties as requested by your Line Manager or SLT, on a temporary or permanent basis

Reception

- Visitors to be greeted, signed in and provided with a visitor's badge, as per procedure

General

- Adhere to all school policies and procedures as instructed such as H&S, GDPR, HR policies.
- To comply with all applicable Financial Regulations & Responsibilities
- To take responsibility for keeping up to date with all school policies and procedures including safeguarding with regard to the protection of children and young people.
- To demonstrate at all times, a commitment to the protection and safeguarding of children and young people
- Execute the responsibilities of a school employee acting in a lawful and ethical manner in accordance with your contract of employment, legislation, school policies & ethos
- Work with Line Manager to manage own professional development, including performance appraisal and identifying and meeting training needs in order to ensure competence and compliance
- Carry out all training provided to deadlines prescribed

Line Management

- To line manage Finance Apprentice undertaking required training and performance management

Travel/Multi-location

- May required to attend other locations for the purposes of third party meetings, training or development

Signed _____

Dated _____

Print Name _____