



<b>Job Title</b>	Finance Assistant
<b>Location</b>	Waterside Academy
<b>Grade</b>	H3-H4, depending on experience
<b>Hours</b>	14 hours per week, term time only

## 1. JOB OUTLINE

### a. PURPOSE OF THE ROLE

Operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of any cash (limited) and the reconciliation of transactions.

Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services.

Undertaking general office, reception and administrative duties, as required

### b. DUTIES

The key duties of this post will generally include:

#### Finance

- Provide efficient finance and administration assistance to the School Business Manager and Central Team
- Assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income, payroll information, accessing and producing reports.
- Set up new suppliers.
- Process orders ensuring sufficient funds are available beforehand; receive delivered goods and process invoices/credit notes including sales invoices/credit notes.
- Process payments following required authorisation and ensure BACS payments signed by the relevant signatories.
- Ensure the safe receipt, handling and banking of monies and cheques received.
- Assist budget holders raising orders and ensuring best value for money.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required.
- Reconcile month end; process bank statement/ credit card transactions and raising journals.
- Keep stock of stationery, raise orders and distribute around the school.
- Cover the main office as and when required.

The duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate, reasonable additional duties, including supporting other professional support staff teams within the context of the job skills and grade

### c. EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop



**d. HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; security; confidentiality; and data protection and report all concerns to an appropriate person.

**e. DISCLOSURES AND BARRING SERVICE (DBS)**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosures and Barring Service (DBS) as part of Agora Learning Partnership's pre-employment checks. Please note that additional information referring to the Disclosures and Barring Service (DBS) is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**f. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**2. SUPERVISION**

The School Business Manager line manages this role. The school's performance management policies and practice determine the frequency of meetings. No supervision of staff.

**3. JOB CONTEXT**

The jobholder works closely with the School Business Manager and Headteacher to ensure proper financial processes are in place and adhered to.

**4. CONTACTS**

The jobholder works closely with the School Business Manager. They will also work alongside the Administrative Assistant, the Admissions and Attendance Manager and the Trust Finance Team.

**5. KNOWLEDGE, EXPERIENCE AND TRAINING**

Please see person specification

**6. PHYSICAL EFFORT**

The role does not require physical effort.

**7. WORKING ENVIRONMENT**

The job is based in the school office.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***