



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## JOB DESCRIPTION

|                     |   |
|---------------------|---|
| Role Title          | Finance Assistant   |
| Team/Department     | Business Services/Support Staff   |
| Reports To          | Finance Manager   |
| Grade/Scale Point   | H3 - Scale Point 5-6  |
| Full Time/Part Time | Part Time - 7 hours per week - flexible<br>39 weeks - Term time plus INSETs plus 1 additional week in the school holidays |
| Created/updated     | July 2024   |

### **Purpose:**

The Finance Assistant is responsible for providing timely and efficient support for the Finance Function.

### **Primary Job Functions:**

#### **Finance**

1. Assist with finance administration, eg placing orders, entering invoices and journals on the Access Finance system
2. Preparing and checking monthly payroll
3. Setting up payment items on Parentmail, monitoring payments and producing reports

Individuals in this role may also undertake some or all of the following:

- Act as Fire Wardens, assisting with fire safety drills
- Assist other support functions as assigned by the Finance Manager

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## General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

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 DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

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. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Line Manager.....

Date.....

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## PERSON SPECIFICATION

### Desirable - Knowledge and Experience

Ideally candidates will have the following, although ongoing training and Continual Professional Development (CPD) will be provided

- Experience of providing administration support in an accounts assistant role.
- Level 1 Safeguarding
- Experience of working in a school environment
- Understanding of the School's ethos and values
- Working towards a recognised qualification, eg CIPD Level 3 Foundation Certificate, AAT, CIMA

### Essential - Competencies / Skills

The ideal candidate will need to have the following essential competencies:

- Educated to A-Level (or equivalent)
- Excellent numerical and analytic skills
- Excellent written and oral communication skills
- Strong IT skills (MS Word, Powerpoint, Excel, Parentmail, Arbor)
- Attention to detail and proof-reading skills
- Problem solving skills
- A positive, calm and friendly manner
- A 'can-do' attitude
- Ability to work as part of a team
- Flexibility and initiative

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