**Job Description**

**Job Title:** Finance & Admin Assistant

**Salary Scale:** Scale 5, Point 12- 17

36 hours per week - 8.15 am to 4 pm Monday to Thursday (30 minute lunch inclusive) 8.15 to 3.45 pm Friday (30 minute lunch inclusive)

41 weeks per annum (one week to be worked during Easter break and one week

during summer holiday).

**Start:** ASAP

**Reporting to:** Assistant School Business Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Purpose**

This role involves performing essential day-to-day finance and administrative tasks, contributing to the efficient management of the school’s financial operations and administration. The duties outlined below may vary, with the Line Manager adjusting responsibilities as needed.

This job description sets out the duties of the post at the time it was drawn up. The Line Manager may vary the duties from time to time, without changing their general character or responsibility entailed.

**Key Responsibilities:**

**Finance:**

* Be responsible for all financial procedures, ensuring compliance with national and local regulations (e.g., CFR Return).
* Assist in managing the school’s accounting operations to meet all deadlines and requirements.
* Monitor budget spending to align with the approved budget plan.
* Accurately process orders.
* Accurately process invoices and BACS payments, ensuring proper use of CFR codes.
* Utilise the school’s accounting software for precise recording of transactions, including control ledger, accounts receivable, and accounts payable, as well as performing bank reconciliations.
* Streamline the procurement process and identify opportunities for cost savings.
* Maintain accurate paper and electronic accounting records in accordance with external audit standards.
* Collaborate with the Schools Finance team to maintain records of income and expenditure and assist in preparing the end-of-month reports.
* Support the Year-End returns as directed by the Line Manager.
* Adhere to the School’s Finance Procedures and purchasing policy.
* Provide guidance to the Headteacher on taxation principles relevant to schools.
* Prepare accounts for audit, implementing all previous audit recommendations.
* Assist in the annual completion of the DFE’s Schools Financial Value Standard within audit timelines.
* Compile information and prepare spreadsheets for Gift Aid claims.

**Administration:**

* Provide comprehensive administrative support to school leadership and staff.
* Manage school correspondence, including emails, phone calls, and inquiries from parents and the community.
* Maintain student records and ensure all data is accurate and up to date.
* Monitor and process Parentpay income. Chase any outstanding debts and assist with parent queries.
* Assist in the organisation of school events, meetings, and activities.
* Assist in the daily office operations, including maintaining supplies and equipment.
* Prepare reports and documents as required, ensuring compliance with school policies.
* Foster a welcoming environment for students, parents, and visitors.

**General**

To be responsible for:

* Supporting and complying with the vision, mission and aims of our school and all school policies / documents relating to equal opportunities and inclusion.
* Supporting, upholding and contributing to the development of the school’s policies and procedures, actively implementing these polices.
* Undertaking all duties without unlawful discrimination and with due regard to the LA’s diversity and equality in employment and service delivery policies
* Developing oneself through training and knowledge.

**Employee Responsibilities**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support school policies.
* To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
* To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
* To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post.
* be committed to the distinct Jesuit ethos of the College.  St Ignatius College is committed to safeguarding and promoting the welfare of children and young people.  Anyone applying to work in our school is expected to share this commitment.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities