



## Job Description

<b><u>Post:</u></b>	<b>Finance Assistant</b>
<b><u>Grade:</u></b>	NJC Scale 3 SCP 14-17
<b><u>Contract:</u></b>	37 hours per week, TTO + 4 weeks
<b><u>Responsible to:</u></b>	Finance Manager

### **Purpose of the Post**

To provide administrative support to the Finance Manager through the processing and inputting of financial data and checking of procedural compliance. To work with the Finance Manager to ensure financial procedures are followed and operational processes are implemented that achieve efficiency and best value for the school.

### **Specific Responsibilities:**

1. To be responsible for the collection and banking of all monies.
2. To be responsible for the ordering of all goods and services, and the maintenance of appropriate records and checks using the FMS accounts system.
3. To be responsible for checking and processing of all invoices.
4. To be responsible for maintaining the petty cash, ensuring Financial Procedures are followed and reconciliation takes place on a weekly basis.
5. To maintain the Free School Meals system - Liaise with St Helens MBC, Liverpool MBC and Knowsley MBC regarding FSM. Notify kitchen of which Staff members are entitled to a Free School Meal. Keep a record of staff registers for lunchtime sessions.
6. To maintain and update the Equipment Register System on a monthly basis.
7. Print out accounts for each budget holder every month and on request.
8. Maintain filing records to audit standard for orders and invoices. Maintain accurate records using Equipment Register of all electrical equipment bought within the school.
9. Process, and maintain accurate records for, overtime claims from staff.
10. Maintain School Fund account and reconcile on a weekly basis.
11. External Invoices - Raise external invoices for the letting of school premises and music tuition.
12. To monitor incoming payments and alert St Helens MBC when debtors default. If no payments received liaise with St Helens MBC legal section to pursue and provide the evidence for this.
13. Minibus – To be responsible for the booking of the school minibus, and to ensure that departments are billed accordingly for their use of the minibus. Keep mini-bus and driver check records up to date, communicating any issues and results of annual checks to the School Business Manager

### **Additional Duties**

To be willing to be trained as, and to be one of the School's many, First Aid Officers. Any other duties deemed reasonable, as directed by the Head teacher.

## **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

### **Generic responsibilities:**

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;  
e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.

The post is subject to Enhanced Disclosure

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

APR 2016