SCHOOL FINANCE ASSISTANT: JOB DESCRIPTION

Starting Date: 1st October 2014, or as soon as possible thereafter
Salary Grade: NJC2 10 – 13, starting at Point 10
Salary Range: £4,859 - £5,408 per annum
Hours: 15 hours per week, term time + 5 TED days + up to 10 additional days (claimed via timesheets)
3 hours per day, 8.30 am – 11.30 am
Responsible to: Finance Officer

The Post

We are seeking to appoint an experienced Finance Assistant to assist the school’s Finance Officer in providing an efficient, prompt and secure financial service to the school. Previous experience of school finance would be advantageous, but is not essential. The school uses Corero’s financial software and training will be provided, if necessary.

The school’s financial year runs from 1st September – 31st August, it is therefore expected that the post holder will be available to work on occasional days during the summer holidays, particularly in August; exact dates to be negotiated and agreed with the Finance Officer, with these hours being claimed for via timesheets.

Responsibilities

The Finance Assistant is required:-

- To carry out all duties allocated in an effective manner and liaise closely with the Finance Officer
- To liaise with customers, parents, pupils, staff and suppliers
- To attend such courses as are necessary for the performance of his/her duties

Duties

The Finance Assistant will be required to undertake some or all of the range of duties detailed below under the supervision of the Finance Officer / Business Manager:-

- To collect and process funds received from pupils every day and manage the Private Funds Manager (PFM) system
- To liaise with staff and make payments to suppliers via the Private Funds Manager (PFM) system
• To manage activity cash and pay staff petty cash for school activities via the Private Funds Manager (PFM) system

• To chase debtors for both the School and its Trading company; sending statements and liaising with the Worcestershire Legal department as required

• To assist with the processing of sales invoices for both the School and its Trading Company as time allows

• Banking both private and public funds using the weekly collection made by Loomis

• To have an understanding of the Purchase Ledger to provide support during holidays and absence

• To undertake such administrative and clerical tasks as may be necessary in accomplishing the above duties using the appropriate office and data processing equipment

• To undertake any other relevant duties within the Finance Department which may be required on an ad-hoc basis

• To comply with the requirements of the health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

**Personal Attributes**

• Honesty and integrity.
• Good interpersonal and communication skills
• Common sense and the ability to work smoothly and harmoniously with other members of staff
• Ability to work with minimal supervision

**Applications**

Applications are invited from suitably qualified candidates and should be submitted using the school’s official application form and accompanied by a supporting covering letter – no CVs please. In your letter of application, please detail your experience of working in a finance role to date.

The application form, together with other useful information, can be downloaded from the school’s website [www.princehenrys.worcs.sch.uk](http://www.princehenrys.worcs.sch.uk) or is available from the Headteacher’s PA, Mrs Zoe Bradley (email [secretary@princehenrys.worcs.sch.uk](mailto:secretary@princehenrys.worcs.sch.uk) or telephone 01386 765588). Applications can be submitted to Zoe Bradley in a hard copy format or electronically by email.

Potential applicants are welcome to visit the school prior to submitting an application. If you would like to arrange an appointment, or have any queries regarding this position, please contact Peter Barrington, Finance Officer on 01386 765588.

**Closing date for applications:** 9.30 am on Monday 22\(^{nd}\) September 2014. Interviews will be conducted shortly thereafter.
General Notes:-

• The post holder must promote and safeguard the welfare of children, young and vulnerable people that they are responsible for or come into contact with, and the post is subject to an enhanced DBS check.

• This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

• This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

• The duties may be changed to meet the changing demands of the Academy at the reasonable discretion of the Headteacher.

• This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

• This appointment will be subject to the satisfactory completion of a six month probationary period.