

JOB DESCRIPTION

Job Title
Finance Assistant
Salary Range
7-10 (Grade D)
Line Management Responsibility
None
Line Manager
Senior Administrator/Headteacher
Base Location
School
Purpose of Role
To provide finance administrative support to facilitate the efficient and effective use of the school's budget.
Key Accountabilities
<ul style="list-style-type: none"> • Place and process orders and invoices • Check incoming stock deliveries and arrange for distribution and storage • Arrange payment of invoices for stocks, including checking supplier statements • Maintain records of free school meals and undertake related financial administration, such as catering returns • Responsible for petty cash reconciliation of charge cards • Enter income and expenditure on the finance system • Receive and record monies from pupils and parents / carers relating for example to school visits, uniform sales and photographs etc. • Undertake other administrative support duties, such as reception duties • Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues • Monitor monthly budgets and highlights/flags senior staff on variances • Produce a range of financial information financial and data to support the Finance

<p>Manager</p> <ul style="list-style-type: none"> • Receive and record monies from pupils and parents / carers • Undertake other support duties such as reception, dealing with correspondence, filing and School/parent enquiries • Administration of School lettings • Contribute towards the maintenance of the school's accounting systems • Ensure appropriate use of the school's bank accounts • Process orders and approve payments ensuring correct financial control is applied • Reconcile accounts i.e. project codes, school trips etc. • Identify credits received from childcare voucher providers and post to the relevant pupil's account. • Organise the ordering of food for the breakfast and after school club, ensuring that allergen lists are up to date. • Liaise with the PTA over donations and contributions. • May arrange the servicing, MOT and taxing of the school minibus, including organising repairs • Responsible for adherence to financial regulations and audit requirements and advising on the application of these
Knowledge and Experience
<ul style="list-style-type: none"> • Experience of working in a finance role, preferably within a School or Education setting • Knowledge of a range of financial procedures, including order and invoice processing, reconciliations, financial reports and account monitoring equivalent to national qualifications level 3. • Good level of knowledge of computer applications including Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems. • Excellent organisational and interpersonal skills. • Good level of numeracy, literacy and analytical skills • Tactful and discreet, with the ability to maintain confidentiality at all times
Personal Qualities
<ul style="list-style-type: none"> • Has the ability to resolve financial queries e.g. over order processing, financial records issues

- An honest and open approach with high levels of integrity.
- Assertive with the ability to influence others
- Can communicate basic financial information to teachers, other staff and external suppliers
- Can works from instruction but is able to make decisions, such as resolving basic supplier issues; serious issues e.g. significant budget variances referred to more senior staff
- Organisational skills with the ability to set targets, meet deadlines, plan and prioritise workload.
- Able to provide customer service in a professional manner
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- May demonstrate own duties to new or less experienced staff
- Responsible for the maintenance and updating of financial records; handling cash (e.g. dinner money, school visits).
- Responsible for the maintenance and updating of financial records. Provides factual advice and guidance on school financial procedures
- Responsible for processing financial information and maintaining school records
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.