

## Job Description

<b>Job Title</b>	Finance Assistant
<b>Grade</b>	Scale 5 (Point 9-12) – £23,194 - £24,496 (pro rata for hours worked)
<b>Hours</b>	32 hours per week (over 4 or 5 days per week) Term time (plus inset days) plus three weeks holiday working
<b>Reports to</b>	School Business Manager (SBM)
<b>Liaison with</b>	SAT Finance team, RAB leadership team, teaching staff, support staff and suppliers
<b>Job Purpose</b>	To provide finance support for RA Butler (RAB)
<b>Duties</b>	<p>Finance Assistant is responsible for:</p> <p><b>Finances:</b></p> <ul style="list-style-type: none"> <li>• Processing orders on PS Financials system using appropriate codes</li> <li>• Raising purchase orders</li> <li>• Checking goods received and distribute/organise returns</li> <li>• Checking invoices against purchase orders</li> <li>• Dealing with suppliers queries</li> <li>• Monitoring stock levels e.g. paper, staff refreshments, stationery</li> <li>• Reviewing purchase order commitments</li> <li>• Checking new suppliers e.g. Companies House, VAT details and complete New Supplier request forms</li> <li>• Scanning records onto the finance system for electronic archiving</li> <li>• Providing relevant information to SAT for RAB Bacs payment runs</li> <li>• Placing approved credit card orders for RAB as necessary</li> <li>• Reviewing monthly catering schedule for pupils and staff</li> <li>• Claiming and banking pupil and staff school meals money</li> <li>• Liaise with Lettings and raise related invoices</li> <li>• Check monthly intercompany transfer sheet</li> <li>• Assisting the SBM in the preparation of financial reports and budgets</li> <li>• Maintaining the contracts file</li> <li>• Reviewing subscription/licences regularly</li> <li>• Completing end of year ordering</li> <li>• Monitoring trips/workshops/residential payment schedule</li> <li>• Ensuring invoices (delivery notes, remittance advice notes and PO) are taken / collected on a weekly basis</li> <li>• Distributing remittance advices to staff for staff expenses</li> <li>• Requesting reimbursement from PTA</li> <li>• Complete year end accounts</li> </ul> <p><b>Payroll:</b></p> <ul style="list-style-type: none"> <li>• Preparing monthly payroll data including, additional hours, starters, leavers, changes in contracts, changes in staff details, absences</li> <li>• Completing final pay calculators, additional hours, maternity schedules and holiday pay entitlements</li> <li>• Maintaining school payroll spreadsheet to check against SAT report</li> <li>• Uploading necessary payroll information to SAT finance team abiding to time deadlines</li> <li>• Assisting staff with payroll queries e.g. tax, pension</li> <li>• Assisting SBM with annual staff payroll letters</li> </ul>

	<p><b>Banking for RAB:</b></p> <ul style="list-style-type: none"> <li>• Banking income weekly and complete banking spreadsheet for SAT.</li> <li>• Copying cheques from parents and email to SAT</li> <li>• Printing off dinner money banking spreadsheet from SIMs</li> <li>• Using Schoolcomms to enter parental contributions and export transaction reports</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Assist front of office e.g. answering telephone, covering reception when required</li> <li>• Complete IR35s (self employed supplier)</li> <li>• Manage the Cool Milk scheme</li> <li>• Record staff meals and payments</li> <li>• Set up school meals data each year</li> </ul> <p>The Finance Assistant will work within the Academies Financial Regulations.</p> <p>Any other administrative duties as required to ensure the smooth and efficient running of the organisation</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To participate in team meetings as and when required.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

## Person Specification – Finance Assistant

<b>Qualifications</b>	Minimum 5 GCSEs including English and Maths (grade C/4 or above) In possession of, or progress towards, a finance qualification such as AAT or equivalent experience
<b>Essential Experience</b>	Previous experience of working in a finance function Operation of financial / accounting systems Budget monitoring and account reconciliation Producing standard financial reports Good level of ICT competence, in particular Excel
<b>Desirable Experience</b>	School finance function Experience of using PS Financials
<b>Essential Skills</b>	Excellent organisational, planning and prioritisation Ability to show sensitivity and objectivity in dealing with confidential issues Strong interpersonal skills, including outstanding oral and written communication skills Ability to work under pressure to deadlines with minimum supervision Effective team player who can think and work independently Adaptable and flexible