

## Job Description

<b>Job Title</b>	<b>Finance Assistant</b>
<b>Grade</b>	<b>Scale 5</b>
<b>Reports to</b>	<b>Finance Manager</b>
<b>Liaison with</b>	Headteacher
<b>Job Purpose</b>	<p>To administer specific processes in relation to routine financial transactions within the school.</p> <p>To accurately maintain the school's financial accounting system (FMS) in respect of routine transactions.</p> <p>To ensure that all procedures relating to routine transactions are carried out in accordance with financial regulations, good practice and relevant statutory legislation.</p>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• This role has specific duties, however, training will be given to ensure a working knowledge and overview of all departmental tasks to maintain the smooth running of the Finance office.</li> <li>• To process and record creditor invoices, verifying bank account details for the regular Audit Trail</li> <li>• Reconciliations of supplier statements including chasing of outstanding invoices and any other queries</li> <li>• To process payments (BACs and cheques) to creditors</li> <li>• To liaise with departments with regard to monitoring of expenditure</li> <li>• SHS is a cashless school, however, occasional cash and cheque income will need to be collected and receipted</li> <li>• To assist with Parentpay administration and queries</li> <li>• To provide financial and clerical assistance in the arrangement of school trips and activities. Monitoring income and ensuring timely payments of all expenses.</li> <li>• To issue petty cash payments and maintain adequate petty cash funds</li> <li>• To maintain up to date free school meal student records, liaising with ECC, parents, the Pastoral Team and our catering company</li> <li>• Undertaking HMRC checks for payments to individuals</li> <li>• To assist the Finance Manager where required</li> </ul>

<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 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>
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