

## JOB DESCRIPTION

Section: <b>ADMINISTRATION</b>	Job Title: <b>FINANCE ASSISTANT</b>
Reports to: <b>School Business Manager</b>	Grade/Salary Range: <b>NJC Grade 4 SCP 7-11 (depending on qualifications/experience)</b>
Working Pattern: <b>25 hours per week</b>	Working Weeks per annum: <b>40</b>

### PURPOSE OF JOB

Under the direction, guidance and instruction of the School Business Manager provide financial and administrative support to the Academy.

### MAIN DUTIES AND RESPONSIBILITIES

- Provide efficient finance and administration assistance to the School Business Manager
- Provide general advice and guidance to staff regarding financial procedures in line with school procedures.
- Undertake the ordering, processing and payment of all goods and services i.e. official orders and invoice processing.
- Ensure expenditure is in line with budgets and highlight discrepancies.
- Assist with the recovery of bad debts in relation to all school accounts.
- Operate schools accounting systems/software (Sims Sage).
- Liaise with external companies in relation to orders, accounts and outstanding monies.
- Process transactions and reconcile Petty Cash Imprest Accounts.
- Challenge expenditure to ensure best value for money e.g. telephone usage.
- Internet purchasing.

- Put formal finance agreements in place.
- Assist staff in securing quotes and tenders.
- Undertaking general office, reception and administrative duties as required

#### **MAIN DUTIES AND RESPONSIBILITIES – OTHER**

**Contribute to the overall aims and targets of the Academy, appreciate and support the roles of other members of the admin team.**

**Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.**

**Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.**

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Finance Director, without changing their general character or the level of responsibility entailed.***

**Signature Line Manager: .....**

**Signature Job Holder:.....**

**Date:.....**