



JOB DESCRIPTION: FINANCE ASSISTANT

TO WHOM RESPONSIBLE: **Finance Manager**

JOB PURPOSE **Assist the Finance Manager in providing an efficient financial/administration service for all staff and pupils**

JOB DESCRIPTION

PRINCIPAL RESPONSIBILITIES

- Work on the FMS system
- FMS (Schools' Financial Management System)
- Input, authorisation and printing of orders as requested by the Finance Manager
- Process invoices as directed by the Finance Manager
- Maintain filing system
- Receive all school (non-public) fund income, both cash and cheques, ensuring correctly completed paperwork is received with same and provide receipts to account holders.
- Ensure all transactions are entered onto computer to ensure correct information of individual accounts is readily available to account holders.
- Issue cheques/cash on request ensuring that no account becomes overdrawn
- Arrange for banking of all monies
- Ensure all school trips are covered by insurance, charge accounts accordingly and send information to Endsleigh Insurance.
- Check parcel bay daily and mark up parcels received to enable caretaker to deliver to correct recipient.
- The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes to this description will only be made after consultation with the object of reaching agreement with the person concerned and will be recorded on the individual's job description. If, however, after consultation, the person concerned is not in agreement with the proposed changes, he/she will be able to use the Grievance Procedure.

Person Specification

Finance Assistant

	Essential	Desirable
<u>Experience</u>		
Previous experience in a finance office – processing purchase orders/ invoices	√	
Experience of handling and processing cash	√	
Experience of working in a school environment		√
Experience in working on school fund accounts		√
<u>Skills/ Knowledge</u>		
Relevant accountancy qualifications (e.g. Foundation AAT)		√
Knowledge of SIMS FMS		√
Computer literate	√	
Knowledge of MS office – Outlook/ Word/ Excel	√	
<u>Competencies</u>		
Able to communicate well with a variety of people	√	
Well-organised and able to work to deadlines	√	
Able to prioritise and work on own initiative	√	
Good administrative skills	√	
Excellent attention to detail and accuracy in data input	√	