**CHAUNCY SCHOOL**

**Job Vacancy: Finance Assistant**

**Reporting to: Finance Manager**

# Salary: H4 Scale Point 1 - £23,893 full time equivalent

# Hours: 9 – 3pm Monday to Friday (half an hour lunch unpaid) - Term Time only

**(Days, times and hours are non-negotiable)**

# Start Date: 1 May 2024

**INTERVIEW DATE: Date to be arranged**

**CLOSING DATE: 3.00pm – Tuesday 2nd April 2024**

# 

**Job Purpose:**

The Finance Assistant is responsible for:

* Assisting the Finance Manager with all aspects of the development and effective operation of the finance function within the School.
* Completing administrative routines relating to orders, invoices, cheques, income, and the receipt and distribution of goods and services.
* Assisting with payroll duties, as and when necessary under the instruction from the Finance Manager
* Undertaking general office and administrative duties, as required.
* Ensuring all financial matters, procedure and requirements are in line with the Academies Financial Handbook.
* To query any transaction, payment or item as they see appropriate.

# Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher in conjunction with the Finance Manager.

# Job Specification

Operational

* Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
* Provide efficient finance and administration assistance to their Line Manager.
* Assist in transferring data safely when database systems are introduced and/or changed.
* Assist in the setting up and maintaining of archive files and historical data.
* Assist in the preparation of statistics and management information with regard to finance as required by her/his Line Manager, the Headteacher, Governors, Auditors, Local Authority and the DfE, including end of year accounts and the Schools Financial Value Standard.
* Assist in the collection, entry and extraction of data required to complete statutory returns.
* Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
* Process payments following required authorisation
* Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
* Ensure the safe receipt, handling and banking of monies and cheques received.
* Record school trip monies received from students or parents/carers.
* Assist Line Manager in the organising of the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.
* Contribute to the evaluation and development of financial systems and procedures.
* Report technical faults relating to the school database system/s and equipment to the ICT Technicians in accordance with school reporting procedures.

Administrative

* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
* Process, input and extract data held on the school’s database systems.
* Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, chequebooks.
* Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.
* Answer incoming and internal telephone calls, dealing with requests and enquiries and taking messages as required.

General

* Attend school events as required.
* Attend relevant meetings and training sessions.
* Keep abreast of developments and changes in fields relevant to the role and communicate to staff as required.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1971 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their Application Form and are expected to disclose such information at the Appointment Interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police Checks. Prior to taking up the post, the successful candidate will be required to give written permission to the School to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

# Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the School’s Equal Opportunities Policies.

# FINANCE ASSISTANT: PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Evidence** |
| **Qualifications and Exper**i**ence:**   * Studied to a minimum standard of GCSE [Grade A\*–C] or equivalent, in English and Mathematics. * Experience of working in a busy office environment. * Previous finance/accounting and administration experience [at * least one year].   **Knowledge and Skills:**   * Ability to build and form good relationships with colleagues and students. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers/contractors. * Good standard of numeracy and literacy skills. * Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems. * Ability to absorb and understand a wide range of information. * Ability to maintain accurate records and filing systems. * Ability to deal with confidential data/issues appropriately. | **Qualifications and Experience:**   * Finance/Accounting related qualifications. * Experience of working in a school or similar establishment.   **Knowledge and Skills:**   * Working knowledge of SIMS, financial and personnel software packages. * Working knowledge of payroll/pension provision. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation - such as the Schools’ Financial Value Standard. | * Application Form * Letter of Application * Certificates (available at interview) |
| **Personal Qualities:**   * Initiative and ability to prioritise one’s own work. * Able to follow direction and work in collaboration with line manager. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Able to attend evening meetings if required. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community. |  |