

Denmark Road High School



FINANCE ASSISTANT – JOB DESCRIPTION

Post Title:	Finance Assistant
Grade:	4 – SCP 7-10
Hours:	30 hours per week, 39 weeks per year
Reporting to:	Finance Manager / Business and Operations Manager
Responsible for:	N/A
Job Purpose:	To provide accounting support within the Finance Office.

MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ▪ To ensure that financial systems are maintained and operated in accordance with policies and procedures. ▪ To process invoices and purchase orders as required. ▪ To prepare cheques for payment. ▪ To handle cash in accordance with procedures. ▪ To participate in month end and year end processes as required. ▪ To provide support and cover for the Finance Officer as necessary. ▪ To be responsible for finance and administration relating to trips as directed by line manager / Business and Operations Manager. ▪ To maintain ParentPay as directed by line manager / Business and Operations Manager. ▪ To Input income from ParentPay into accounting systems. ▪ To communicate with parents as necessary regarding issues related to finance e.g. late and non-payment of trips. 	
Additional Duties	To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example.
OTHER SPECIFIC DUTIES	
<ul style="list-style-type: none"> ▪ To continue personal professional development. ▪ To engage actively in the performance reviews. ▪ To be aware of and comply with the school's policies and procedures. 	
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
Staff will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.	
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

Finance Assistant's Signature:

Headteacher's Signature:

Date: July 2019

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FINANCE ASSISTANT – PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Working within an office environment.</p> <p>Compliance with Safeguarding and Data Protection practices.</p> <p>Handling and recording cash.</p> <p>Discretion and proven ability to maintain confidentiality.</p>	<p>Previous work in a financial environment.</p> <p>Previous work in an educational setting.</p>
Qualifications and Training	<p>A good standard of education including 5 GCSEs at grades 9-4, or equivalent, including English and maths.</p> <p>Sound knowledge of Microsoft Office.</p> <p>Excellent telephone manner.</p> <p>Use of software ICT packages.</p>	<p>Finance qualification.</p> <p>Use of school based systems - FMS / ParentPay / SIMS.</p>
Abilities	<p>Apply attention to detail with high levels of accuracy.</p> <p>Organised, able to multi-task and respond to change.</p> <p>To be able to work to deadlines and prioritise tasks.</p> <p>Ability to use initiative within defined boundaries.</p> <p>Excellent communication skills with an ability to deal tactfully and sensitively with queries.</p>	
Attitude / Motivation	<p>Able to work as part of a collaborative team with a 'can do' attitude to assist others.</p> <p>Willingness to work flexibly within the demands of the role.</p> <p>Good record of health and time keeping.</p> <p>Sense of humour.</p>	