



CALDERSTONES SCHOOL
A Specialist Science College



JOB DESCRIPTION

Title: Finance Assistant

Salary Grade: Scale 4

Relationships: All staff and pupils

Responsible to: Headteacher, Deputy Headteachers,
School Business Manager,
Personnel and Administration Manager

Purpose of Job:

To provide an excellent quality standard of administrative practice to support the provision and maintenance of administrative systems and procedures which support financial operational practice, by the processing of accurate, timely information in the delivery of processing orders and invoices, petty cash, cash book transactions and reconciliations, daily operation of school fund transactions and other administrative duties within the Finance function which support the aims and objectives of the school.

Key Tasks	Associated Tasks
Process Orders and Invoices	Inputting and retrieval of information using SIMS FMS, namely: <ul style="list-style-type: none">• Inputting Order details• Inputting details on receipt of delivery notes• Processing Invoices and associated payments The accurate inputting of all relevant data across all budget headings to comply with the school financial procedures.
Queries from Stakeholders	Ensuring that all queries are handled in a professional and timely manner. <ul style="list-style-type: none">• Dealing with queries from suppliers both in writing and on the telephone.• Dealing with queries from internal budget holders when required.
School Fund Account	To be responsible for the administration of a busy and substantive school fund account. <ul style="list-style-type: none">• Collecting and banking of monies to the school fund account.• Inputting of data to computerised school fund

	<p>management system.</p> <ul style="list-style-type: none"> • Dealing with queries relating to school fund account.
Petty Cash	<p>To maintain accurate records for audit purposes.</p> <p>To process transaction relating to the Central Administration Team in Quarry Bank Wing office.</p>
School Budget Information	<p>To provide relevant information to individual budget holders when required to assist in the monitoring of individual budget lines.</p> <p>To assist the School Business Manager and Senior Finance Officer as required on matters relating to the school budget.</p>
School Tenancies	<p>To maintain accurate information relating to the hiring of school facilities.</p> <p>Liaise with the Premises and Facilities Officer to handle payments, queries and invoices relating to tenancies.</p>
Telephone Answering and Messages	<p>To answer the telephone quickly and in the appropriate manner.</p> <p>To take accurate messages and pass to the relevant staff member.</p> <p>Where possible, to deal directly with queries.</p>
Team Duties	<p>To contribute to the efficient running of the team.</p> <p>To attend and contribute to team meetings as necessary.</p>
General Duties	<p>To continuously manage and develop self-performance and personal resources in the role, including participating actively in the process of supervision and appraisal, and training events.</p> <p>To undertake any other duties as directed by the Headteacher or School Business Manager commensurate with the grading of the post.</p> <p>To contribute to the efficient working practice of school requirements by undertaking tasks as instructed by Headteacher, Deputy Headteachers, School Business Manager and Senior Finance Officer.</p> <p>To prepare and book rooms as required.</p> <p>To monitor stock control and order items of stationery, and other supplies or equipment.</p>

<p>Information Collation and Distribution</p>	<p>To ensure the accurate and timely provision of information when required:</p> <ul style="list-style-type: none"> • Assisting in the compilation of statistical returns as required. • Sending information across all wing offices • Receiving, transmitting and storing information electronically, including taking and sending fax messages, e-mails, telephone calls, and dealing with appropriate queries politely and efficiently. • Receiving, transmitting and filing paper information including, filing, photocopying and faxing as required.
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Review

This job description is only a general indication of the scope of the duties involved. These may be varied from time to time, after discussion and in the light of individual strengths and the developing needs of the individual, the area of responsibility and the needs of the school.

It is envisaged that a review of this job description will take place every two years.

Pay and Conditions

Conditions and service are in accordance with the NJC&APT+C.

March 2010