

## FINANCE ASSISTANT - JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant
<b>Grade:</b>	LGS Band 2 whole range (11-16)
<b>Hours:</b>	15 hours/week, 39 working weeks/year
<b>Responsible to:</b>	Assistant Bursar

### Particular Duties

The Finance Assistant will play an active part in the administrative and finance services team, supporting other members of the group at pressure times each taking responsibility for creating an effective responsive service to all users.

1. FMS
  - Process orders, as requested and authorised by Budget Holders.
  - Issue invoices to departments and monitor their return.
  - Deal with financial queries in liaison with Bursar and Assistant Bursar.
  - Collate correct invoices and delivery notes with cheques or BACS report as created by Assistant Bursar and put forward for authorisation in a timely manner.
  
2. Income
  - Cashier duties for all private funds.
  - Receiving money into the Finance Office from staff, pupils and visitors.
  - Recording of all money received on daily collection sheets.
  - Pass to Assistant Bursar daily.
  - Collection and recording of money from departments relating to class sales.
  - Issuing of receipts for all monies collected.
  
3. Expenditure
  - Minibus
    - Transfer data from minibus record books to spreadsheet.
    - Raise invoices using spreadsheet and issue to appropriate departments/outside agencies.
    - Monitor payments received.
  - Copier Costs
    - Transfer data from Reprographics records to spreadsheets.
    - Pass to Assistant Bursar.
  
4. Educational Visits
  - Collating parent consent forms and ensuring teachers receive reports relating to their particular activity. Making sure mobile phone has credit and is fully charged and ready for educational visit.
  - Create and manage trip files ensuring information is up to date.
  
5. Post
  - Responsible for opening post and delivering post to the staff room daily.

6. General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.