



## **JOB DESCRIPTION**

**Post: Finance Assistant**

**Reviewed: October 2021**

### **Overall Scope of the Post**

We are looking to recruit an enthusiastic team player to join our Finance team, taking a key role in a busy finance office whilst also working closely with other departments throughout our school community.

The successful candidate will be experienced in administration and have worked in a busy office environment. They will have knowledge of a full range of administration activities and be competent in using including Microsoft Office and Outlook with a particular emphasis on strong knowledge of Microsoft Excel and working with sets of data.

The role is full time, reporting to the Head of Finance, but will work closely under the guidance of other members of the team.

### **Key Responsibilities**

Key current areas of responsibility of the role are included below, but it should be noted that these are not exhaustive and may be interchangeable. The successful candidate is expected to be flexible to the varied demands of the Finance Office and the school overall.

Responsible for:

#### **Cash transactions and banking**

- Processing the school's daily bank transactions, with posting to the relevant Nominal, Billing and Purchase ledgers on PASS Finance System
- Processing, reconciling and reporting other cash transactions, including petty cash, online and telephone transactions.
- Liaising with Credit Control, Pupil Accounts, Purchase Ledger and the Admissions team as necessary to ensure correct recognition of transactions.

#### **Purchase Ledger**

Assist the purchase ledger clerk with:

- Inputting purchase ledger invoices onto the PASS system
- Collating authorisation and approval for purchase ledger invoices.
- Filing purchase ledger documents

#### **Subsidiary company and sundry sales**

Assist the financial accountant with:

- Preparing monthly invoices for the school's trading subsidiary, monitoring and allocating the income when received
- Ensuring all sundry invoices are raised on a termly basis and the respective income is received by the school

#### **Other**

Assist the financial accountant with:

- Processing new starter information and setting-up new accounts for Nursery and Preschool pupils

- Maintaining the Nursery & Preschool database, confirming accurate pupil numbers and forecasts and following up on late invoice payments.
- Reconciling specific nominal ledger accounts on a monthly basis
- Reporting on the school's donated income and assisting with quarterly Gift Aid returns
- Preparing ONS and school census data returns
- Developing positive working relationships with all departments in the school
- Assisting with preparation of documents for annual audit as requested

### **Person Specification**

<b>Qualifications and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
Good general standard of education, demonstrating strong numeracy, literacy and verbal communication skills	
Experience of working in a busy administration office	Experience of working in an education or charity organisation
Microsoft Office IT skills with sound knowledge and experience of Excel and good knowledge of Word as a minimum.	Experience of using management information systems and financial accounting packages

  

<b>Skills and Personal Attributes</b>
Excellent organisation and administrative skills, able to organise a busy and varied workload.
Excellent attention to detail, accuracy and timeliness
Maintaining high standards of work output and able to work accurately when under pressure to meet deadlines
Professional approach, with the ability to maintain confidentiality and discretion at all times
Good interpersonal skills with an enthusiastic and proactive 'can do' attitude
Self-motivated and able to work as part of the team.