

Post Title : Finance Assistant

Responsibilities will include:

1.) Take the lead role in the purchase function of the school. This will include but not be limited to:

- Ensuring best value in the school's procurement of good and services.
- Ensuring compliance to the school's controls and procedures regarding procurement.
- Providing the initial point of contact for the school's budget holders when making a purchase requisition.
- Processing the order with the external supplier.
- Entering order and non-order invoices onto the school's HCSS accounting system.
- Resolving purchasing/payment queries/disputes.
- Ensuring all purchase orders and invoices are authorised prior to posting.

2.) School Trips

- Setting up school trips on the school's cashless payment system.
- Create and provide budget reports to assist in ensuring that all monies have been received and are available for the trip.
- Providing support to school trip organiser to help them administer the trip, including support for collection of overdue monies.

3.) General Finance & Accountancy

- Provide support to the school in various day- to- day finance activity.
- Providing support to the Sports Centre Manager which includes preparing customer invoices and reconciliation of customer accounts.
- Undertake the day- to- day administration element of the finance team.
- Processing internal recharges.
- Assist in ensuring compliance to the school's financial procedures.
- Processing internal recharges.
- Maintenance of asset register.
- Undertake ad hoc finance duties that are relevant to the finance assistant role.

Person Specification Finance Assistant

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • General clerical/administrative/financial work. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification, or experience in relevant discipline. • Good numeracy and literacy skills. 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I