

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Finance Assistant	Post No: GEN83	Grade: HC4
<p>Organisational information:</p> <p>Responsible to: Headteacher</p> <p>Professionally responsible to: (where appropriate)</p> <p>Dimensions: (quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</p> <p>Responsible for: N/A</p> <p>Key relationships/Functional links with: (main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</p> <p><i>Internal:</i> Pupils, staff, parents, LA officers and other agencies as necessary.</p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To manage the financial aspects of the school. To undertake secretarial/admin duties as required.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>DATA QUALITY Council staff To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</p>		
<p>Job Activities:</p> <p><u>Administrative Tasks</u></p> <ul style="list-style-type: none"> To respond to correspondence, this may involve drafting letters may involve drafting letters to later sign, or responding independently within certain perimeters 		<p>Frequency</p> <p>All regularly</p>

<ul style="list-style-type: none"> • To prepare, type and collate the staff manual • To undertake typing/word processing duties, including those requiring complex formatting • To assist with financial matters • To file documents • To prepare and organise documentation for Open Evening and Certificate Evening and other major school events • To be responsible for the school computer back-up system 	Yearly
<p><u>Resources/Finance</u></p>	Regularly
<ul style="list-style-type: none"> • To undertake the administration of school lettings • To be a keyholder • To ensure that staff are provided with photocopies of worksheets and other materials that they might need. Arrange for the collation and distribution of these, if necessary • To administer and process orders and invoices • To raise invoices • To maintain supplies of school stationery and other school resources within an agreed budget. To initiate and process orders within defined perimeters • To assist the Headteacher in monitoring the school budget, and the preparation and presentation of the final accounts to governors • To provide information to the Headteacher and governors • To carry out budget planning and projection activities, as necessary • To process invoices and pass these forward for signature/payment in accordance with established procedures • To investigate anomalies/overspends and underspends and advise fund holders of balances, and corrective action that they might take. • To reconcile all Bank Accounts • To reconcile all Bank Accounts • To correspond with suppliers regarding enquiries, invoices, etc • To maintain accounts for outgoing mail • To maintain school standard fund and petty cash records • To collect the fees and carry out the administration of the Music Centre • To raise cheques as necessary • To collect money from pupils, and ensure accurate records are kept • To use petty cash to make local payments and keep records of expenditure • To be responsible for the safe transport of monies to the designated bank, or other establishment, as required • To provide income and expenditure accounts 	
<p>Other information:</p> <ul style="list-style-type: none"> • <u>Disclosure type:</u> enhanced. 	
<p>General information:</p> <p>The post holder will be required to comply with organisation's policies and procedures.</p> <p>The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.</p>	

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature: Date:
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Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Finance Assistant	Post No: GEN83	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<p>Experience of working in a clerical/administrative role within a school</p> <p>Experience of working with confidential and/or sensitive information</p> <p>Desirable: Experience of monitoring a budget</p> <p>Experience of dealing with members of the public, including those who may be angry or upset</p>	AF, I
Skills and Abilities <i>Including personal attributes</i>	<p>Ability to draft effective and accurate letters</p> <p>Able to communicate effectively with parents, pupils and visitors to the school</p> <p>Effective user of Word, Excel and SIMS or similar packages</p> <p>Well organised and flexible approach to work</p> <p>Ability to work constructively and supportively as part of a team</p> <p>Good attention to detail</p> <p>Able to work largely on one's own initiative</p> <p>Able to work under pressure with constant interruptions</p> <p>Desirable: Ability to organise the work of others and support more junior administrative staff</p> <p>Proven ability to manage a large budget</p>	AF, I

Qualifications and Training <i>including professional qualifications</i>	GCSE Maths and English grade C or above ISA 3 in word processing (or equivalent) Desirable: First Aid qualification AAT or other accounting qualifications	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Commitment to working with young people Willingness to work in support of the inclusive ethos of the school Ability to be flexible and work outside normal hours Police clearance	I DBS clearance
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013