

Sir John Talbot's Technology College

Job Description

Job Title: Finance Assistant

Post Number: ES3453005

Grade: 5

Hours: 37

Salary Range: Points 14 - 17

Accountable to: The Business Manager

Post Status: Permanent

Working Year: 43.21 weeks

Conditions of service are those specified by the National Joint Council for Local Government Services.

GENERAL INFORMATION

Under the direction of the Business Manager, provide financial and general administrative support to the school.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Organisation

- Provide financial and administrative support for the Business Manager.
- Be familiar with and uphold the Financial Regulations governing schools.
- When required, undertake reception duties, answering general telephone and face to face enquiries and signing in of visitors.
- Assist with student welfare duties, liaising with parents/staff etc.
- Assist with arrangements for school trips, events etc., in particular receiving and recording cash/cheques in identifiable accounts for each trip/event.
- Maintain a diary of bookings for the school minibus and arrange for alternative transport where required and billing the appropriate body where required.
- Maintain a diary of bookings for the Coach House Learning Centre for use during and outside the school day and billing the appropriate body where required.
- In liaison with the Cover Supervisor, provide financial and administrative support for the CPD Co-ordinator.

Administration

- Receive order requisitions from budget holders and input the details onto the computer in the appropriate cost centre and subjective code of the SAMIS program.
- Receive and collate invoices from suppliers and contractors and distribute to budget holders for checking and authorisation.
- Input invoice details onto the SAMIS program in the appropriate cost centre and subjective code and prepare documentation for authorising payment by the Business Manager.
- Receiving, recording and banking cash/cheques in the school budget account, ensuring the income is recorded into the appropriate cost centre and subjective code.
- Maintaining and documenting the schools Imprest Account, including banking incoming cash, preparing outgoing cheques and reconciling the bank statements each month.
- Co-operate, when required with the County Audit Service.
- Maintain a filing system of all documentation and paperwork relating to financial matters.
- Maintain the school's Private School Fund account, including receiving, recording and banking cash, reconciling bank statements and inputting data onto the computer using the Microsoft Money or other suitable program.

Resources

- Monitoring and maintaining an adequate supply of office stationery and equipment.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Any other duties that would reasonably be expected of the post holder.