

Roundwood Primary School
Finance Assistant
Job Description



Location: Roundwood Primary School

Pay grade: H3-H4

Job Purpose

This post supports the School Business Manager in the smooth running of the school's financial and operational functions.

Main purposes of the job:

- To assist the School Business Manager with all aspects of the development and effective operation of the finance function within the School.
- To assist the School Business Manager with operating and monitoring all school accounts and budgets
- To complete administrative routines relating to orders, invoices, income, payroll and the receipt and distribution of goods and services.
- To undertake general office, reception and administrative duties, as required.

Main responsibilities and tasks:

Operational

- Establish and maintain good relationships with all pupils, parents/carers, colleagues, suppliers and contractors.
- Provide efficient finance and administration assistance to the School Business Manager.
- Assist in maintaining and updating information held on school financial systems, including recording expenditure and income, payroll information, accessing and producing reports for budget holders.
- Assist in the collection, entry and extraction of data required to complete statutory returns.
- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- Process payments following required authorisation.
- Assist the School Business Manager with all aspects of payroll administration within the relevant deadlines, including preparation of timesheets, submission of variations and new details, entry of sickness data, handling pension and tax queries.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the School Business Manager
- Assist the School Business Manager in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.

- Contribute to the evaluation and development of financial systems and procedures.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Process, input and extract data held on the school's financial systems.
- Maintain filing systems in line with audit requirements
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.

General

This job profile is a guide to the work that you will be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment. It will be reviewed on an annual basis.

Knowledge	Competencies
<ul style="list-style-type: none"> • Financial accounting experience • Budget setting/monitoring experience • Professional accountancy qualifications or strong experience in Herts schools' finance • Computer literacy in Word and Excel, email and internet 	<ul style="list-style-type: none"> • Ability to communicate well and with confidence (written and verbal) • High level of organisation and accuracy • Ability to manage work to achieve results and meet deadlines • Ability to work independently without supervision as well as part of a team • Flexibility to respond to the demands of the role • Ability to deal confidently with enquiries from parents and staff • Ability to organise own workload and priorities • Respect and recognition of the need for confidentiality as appropriate

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed: _____

Dated: _____