



JOB DESCRIPTION

School	ELMBRIDGE PRIMARY SCHOOL	
Job Title	Finance Assistant	Grade 4 (SCP 7-10) £26,403 - £27,694 pa pro rata (pay award pending) Part Time (26.5 hours per week) Term Time only plus one weeks' holiday work as agreed

1. PURPOSE OF THE JOB

To provide effective support to the School Business Manager with routine finance tasks using SIMS and FMS packages to ensure the accurate and efficient management of the school's budget and finances.

2. ROLES AND RESPONSIBILITIES

FINANCIAL ADMINISTRATION

- Processing of orders, within budget limits, including sourcing best value for goods and services to be purchased.
- Accepting and checking deliveries, ensuring the distribution of goods to the correct recipient and follow up any queries or discrepancies on behalf of the budget holder.
- Check invoices received with delivery notes or recipient and process for payment accurately and promptly.
- Maintain filing system for orders, invoices and delivery notes.
- Assist SBM with monthly reconciliation.
- Monitor the expenditure by individual budget holders and liaise with the SBM and budget holders regarding any possible under or over spending.
- Recording and regular banking of any monies in respect of school activities, lettings dinner money and other receipts from pupils. Where necessary consult with parents, carers or other external parties regarding non-payment.
- Liaise with the School Administrator regarding the payment of school trips and activities.
- Using Excel, assist the SBM with the management of the unofficial School Fund Accounts including the receipt and banking of cash, recording income and expenditure, monthly reconciliation of the bank statement and preparation of the accounts for annual submission to the auditor.

- Assist the SBM with the administration of the letting arrangements with external users of the school premises ensuring completion of letting agreements and invoicing of fees.

GENERAL

- Answer phone calls and assist with office and reception duties when required particularly at busy times of the day.
- Maintain accurate records using ICT systems as required.
- Maintain the confidentiality of all the School's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- Attend and participate in meetings and/or appropriate CPD as required.
- Contribute to and support the overall ethos, work and aims of the school.
- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
- Maintain total confidentiality in all matters relating to the school.
- To undertake any other duties commensurate with the duties/responsibilities/grade of the post as required for the efficient running of the school office.

3. QUALIFICATIONS/EXPERIENCE

- A good standard of education (GCSE English and Maths or equivalent).
- High level of financial/numeracy skills.
- Excellent communication, ICT and office organisational skills.
- Working knowledge of financial management systems and applications including Excel and Word.
- Knowledge of school finance systems using SIMS and FMS software is desirable but not essential.
- Set a good example in terms of personal presentation, attendance and punctuality.
- The post holder must be flexible in all aspects, a team player, have a sense of humour and enjoy working with children.

4. SUPERVISORY RESPONSIBILITY

None.

5. SUPERVISION RECEIVED

Responsible to the Head Teacher and School Business Manager.

6. PRINCIPAL CONTACTS

- Staff and pupils within school
- Visitors including parents and governors

- Outside Agencies
- Contractors
- Departments throughout the County Council
- Suppliers

7. SPECIAL CONDITIONS (if applicable)

This post will be subject to a six months probationary period.

The school undertakes to provide all staff with appropriate training and development to ensure their ability to carry out their duties. The school also undertakes to provide an annual system of Performance Management. This will take place at the beginning of each academic year alongside the Class Teacher Performance Management cycle. The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and receipt of satisfactory references.

8. HOURS OF WORK

To be agreed so that 2 members of staff are on duty in the office every afternoon

9.00 a.m. - 3.30 p.m. Monday, Tuesday and Thursday

9.00 a.m. - 4.00 p.m. Wednesday

9.00 a.m. - 1.00 p.m. Friday

38 weeks per year plus five additional holiday/inset days as agreed.

Signed.....

Date:.....