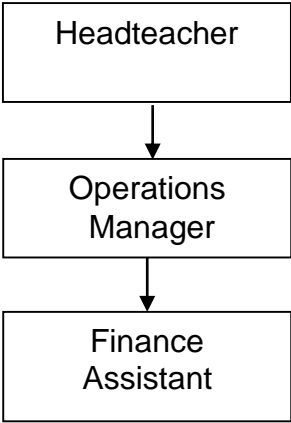


JOB DESCRIPTION

Job Title:	Finance Assistant	Job Ref:	
School:	The Coombes CE Primary School	Salary:	Grade 4 SCP 7-11 FTE £24,294 - £25,979 Actual salary £10,958 - £11,717
Reports To:	Operations Manager		
Grade:	Grade 4 SCP 7 - 11		
Employment Status: Part time/Term time only			
Hours of Work: 20 hours per week – Monday to Friday			
Job Purpose To carry out the effective implementation of the financial requirements of the school.			
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.			
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:			
 <pre> graph TD A[Headteacher] --> B[Operations Manager] B --> C[Finance Assistant] </pre>			

Scope

Financial Accountabilities

Budgets directly controlled (please state if this has been delegated to the post-holder) **No**

Budgets monitored on day-to-day basis: No

Staff Responsibilities

Number of employees managed/supervised: NONE

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

Nature of physical assets directly controlled, (e.g. children's home): NONE

Summary of Main Contacts.

- Parents
- Teachers
- Governors
- Other school staff
- Other professionals (e.g. Suppliers)
- Pupils
- The Keys Academy Trust

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

List up to ten **key** tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

- | |
|--|
| 1. Managing the purchasing of school resources and updating the accounting system for all purchase orders. Receiving deliveries and checking them against the orders. |
| 2. Processing purchase and sales invoices. Processing of cash book journals. |
| 3. Monitoring the collection, reconciliation and banking of any monies received by the school from pupils and parents or other external organisations. Processing refunds to parents. |
| 4. Recording childcare voucher remittances on school payments and admin system. |
| 5. Setting up trips on school payments and admin system, calculating cost per child and setting up payment schedules. |
| 6. Debt management. |
| 7. Be responsible for processing of timesheets and absence returns on to the school's payroll system. |
| 8. Ensuring the school personnel database is updated. Supporting the Operations Manager in maintaining the schools personnel records and files. Issuing documentation to payroll for appointments, variations, terminations etc. |
| 9. Submitting monthly meter readings and monitoring energy bills. |
| 10. Attending finance meetings - online/in-person |
| 11. Responding to audit requests |
| 12. To take responsibility for own professional development and duties in relation to school training, policies and practices. |
| 13. Any other duties may be allocated after consultation with the postholder. |