

**NORTHUMBERLAND COUNTY COUNCIL: PONTELAND HIGH SCHOOL
JOB DESCRIPTION**

Post Title: FINANCE ASSISTANT	Director/Service/Sector : Children's Services		Office Use
Grade: Band 3	Workplace: Ponteland High School		S186
Responsible to: Finance Manager & Finance Officer	Date:	Manager Level:	
<i>Job Purpose: To support the Finance Manager and Finance Officer by assisting with the accounting for income and expenditure, and the preparation, monitoring and control of the school's various official and unofficial funds.</i>			
Resources	Staff	None	
	Finance	Assisting in the day-to-day management and operation of all financial transactions: money handling, banking, ordering, receipt and payment for goods and services.	
	Physical	Office equipment. Accuracy and confidentiality of databases and financial records.	
	Clients	Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public, Supply Agencies)	
<p>Duties and key result areas:</p> <p>Under the direction of the Finance Officer:</p> <ol style="list-style-type: none"> 1. Undertake financial administrative tasks of a routine nature, ie purchasing/ordering with regard to goods and services received by the school; collection, checking and receipt of monies from students and staff for school-based activities. 2. Preparation and processing of banking arrangements for all school income and reconciliation and auditing of Petty Cash Accounts. 3. Processing all monthly internal recharges including reprographics, vehicle hire, hospitality etc. 4. Collation, checking and prompt payment of all invoices, chasing outstanding commitments when required. 5. Processing of staff reimbursements including travel claims and other expenses. 6. Assist in financial arrangements for school trips, activities etc, including the organisation and collection of Non-Uniform Day donations. 7. Administration of retailing activities (eg sale of revision guides/books, calculators etc). 8. Assist Finance Officer with the administration of School Lettings and the Student Locker system and Student music tuition fees. 9. Assist the Finance Officer with routine financial procedures, including Budget Monitoring, checking expenditure/income against planned budgets and distribution of Budget Holder financial reports. 10. Supervise with the input and upkeep of school inventory records. <p>Additional duties:</p> <ol style="list-style-type: none"> 1. Operate relevant ICT packages eg word, excel, databases, spreadsheets, Internet, Facility, producing reports when required. 2. Provide financial advice and guidance to staff and students. 3. Provide personal, administrative and organisational support to the Finance & Premises Manager and Finance Officer. 4. Assist with the FMSIS and contribute to the contribute to the planning, implementation, development and organisation of all financial support services, systems, procedures and policies. 5. Supervise input and upkeep of school inventory records. 6. Sort and distribute financial correspondence. 			

Responsibilities

1. 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
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. To undertake other duties and responsibilities as required commensurate with the grade of the post.

Work Arrangements

Transport requirements:	None
Working patterns:	37, tto + 5 days
Working conditions:	Normally indoors

Post Title: Finance Assistant		Director/Service/Sector: King Edward VI School		Ref:	
Essential		Desirable			Assess by
Knowledge and Qualifications					
A good general education with a high level of numeracy and literacy		Formal qualifications in English, Mathematics, Office Practice, Accounting, Computing, RSA II Typing or equivalent			
		Word processing qualifications (minimum of 50 wpm)			
Experience					
Basic accounts experience Handling large sums of money Working with spreadsheets and databases Clerical and administration experience Experience of dealing with members of the public in person and by telephone		Clerical/Financial/Administrative experience gained within a school or educational setting A background of general office and finance experience			
Skills and competencies					
Good ICT and keyboard skills, including spreadsheets, word processing and databases Ability to prioritise workload and manage own time effectively Good communication skills consistent with work within a busy office Ability to work as part of a team Ability to relate to young people and adults Commitment to the provision of a quality service Willingness to participate in training and development		Knowledge of first aid			
Physical, mental and emotional demands					
Ability to cope under pressure and meet deadlines Ability to prioritise own workload and manage own time effectively					