JOB DESCRIPTION

Post Title: Finance Assistant			
Grade: Band 4	**Service/Workplace: Cramlington Learning Village**		
Responsible to: Finance Officer	**Date: September 2011**	**Manager Lever:**	

Job Purpose:

1. **Under the guidance of senior staff, be responsible for undertaking all aspects of financial processing, cash handling and maintenance of financial records in school, including procurement, accounts payable and receivable, budget monitoring and assisting in management accounts**
2. **Contribute to the effective and efficient running of the Finance Office**

Resources Staff	None
Finance	Petty cash account, bank statements and school banking, monthly recharges, Cash & Stash system, to monitor delegated budgets
Physical	Office equipment, accuracy and security of databases
Clients	Internal (Teachers, other staff, Governors) and external (parents) and providing relevant advice and information to Northumberland County Council and Government agencies

Duties and key result areas:

Organisation

1. Deal with complex financial matters and procedures
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise transport for school trips/training events
4. Collection, checking and receipt of monies from students and staff for school based activities
5. Compilation of spreadsheets, processing financial information
6. Production of adhoc reports
7. Advise Finance Officer of any discrepancies/problems
8. To assist Finance Officer with month and year end reports
9. Sourcing and ordering of goods for school staff, inputting purchase requisitions onto the finance system in line with School's Financial Regulations and liaising with suppliers on a regular basis, ensuring Best Value at all times
10. Arranging distribution of deliveries across the school of goods including collection when required locally
11. Responsible for payment of invoices liaising with various staff to ensure correct departmental recharges
12. processing of weekly cheque run ensuring authorisation by Senior Leadership Team
13. Assist with the administration of the School Fund account, cash handling and banking
14. Carry out monthly departmental recharges for ICT and reprographics

Administration/Finance

1. Manage manual and computerised record and information systems e.g. SIMS, word processing and maintain filing system for all financial procedures
2. Correct allocation to budget cost centres within the Academy finance system
3. Checking of sufficient funds to designated budgets and that Financial Regulations have been met
4. Monthly checking and chasing of outstanding commitments
5. Assisting departments with ordering and providing financial advice
6. Opening, receipt and recording of all invoices/delivery notes
7. Distribution of invoices to appropriate members of staff for checking and payment authorisation
8. Dealing with suppliers queries
9. Receipting invoices into the Academy finance system and chasing any outstanding returns on a weekly basis
10. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder

11. analyse and evaluate information and produce reports and information as required
12. Undertake word processing and complex IT tasks e.g. handling specific Academy based record systems and databases
13. Provide personal, administrative and organisational support to other staff when appropriate
14. Responsible for reconciliation of petty cash account, income and bank statements providing information for monthly reports to Northumberland County Council
15. Reconciliation of School Credit Card
16. Reconciliation of income due for Peripatetic Music fees
17. Provide cover for administrative staff as and when required
18. Assist with uniform sales during school hours and during school holidays

Resources

1. Analysis and reconciliation of income received in school (cash and cheques) to be taken to the bank, reconciled and receipted by the bank in preparation for monthly financial reports
2. Responsible for the maintenance of Cash & Stash system ensuring replenishment of stock and monitoring of prizes awarded
3. Assist the Finance Officer in collating evidence data for the auditors of the Academy
4. Operate relevant equipment and complex ICT packages
5. Monitor and manage stationery stock within an agreed budget, cataloguing resources and undertaking audits as required
6. Implementation of a stock inventory of all school assets
7. Undertake research and provide information to inform decisions
8. Assist with the marketing and promotion of the school
9. Undertake complex financial administrative procedures
10. Assist with planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget e.g. staff uniforms, stationery
12. Correct allocation to budget cost centres within the Academy's finance system
13. Checking of sufficient funds to designated budgets and that Financial Regulations have been met
14. Monthly checking and chasing of outstanding commitments
15. Assisting departments with ordering and providing financial advice
16. Opening, receipt and recording of all invoices/delivery notes
17. Distribution of invoices to appropriate members of staff for checking and payment authorisation
18. Dealing with suppliers queries
19. Receipting invoices into the Academy's finance system and chasing any outstanding returns on a weekly basis
20. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder

Responsibility

1. Support the school's policies that ensure equality of opportunity
2. Contribute to the overall ethos of the school
3. Establish constructive relationships and communicate effectively with external agencies
4. Attend and participate in regular meetings
5. Participate in training and development as required

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	Own transport required to travel within and out of the County
Working patterns:	Normal work patterns, but need to work 'out of hours' where necessary
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: Finance Assistant	**Service: Finance Department**	Ref:
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
NVQ4 Qualification or experience in a relevant discipline Very good numeracy and literacy skills Good knowledge of financial systems Good knowledge of financial reporting	Association of Accountancy Technicians Certificate in School Business Management	A/I/R
Experience		
Experience of managing financial and administrative systems Financial and Administrative experience gained within the school or educational setting Experience of education ICT systems and/or other management information systems. Experience of supervising staff Experience of managing budgets		A/I/R
Skills and competencies		
Effective use of ICT and other specialist equipment/resources Good ICT and keyboard skills, MS Office, word processing and excel Ability to work with children and adults Ability to work as a member of a team Ability to self evaluate learning needs and actively seeking learning opportunities		A/I/R
Physical, mental and emotional demands		
To have a flexible approach to the working day to meet the needs of the organisation Enhanced, regular periods of concentrated mental attention and pressures from deadlines, interruptions or conflict Regular telephone and face to face contact with the public and suppliers on matters related to finance – could include verbal abuse or confrontational situations		A/I/R
Other		
Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits