

**CHILDREN’S SERVICE**

## JOB DESCRIPTION

**POST TITLE:** Finance Assistant

**GRADE:** Band 5

**RESPONSIBLE TO:** School Business Manager

**Overall Objectives of the Post**

Organise and monitor operational administrative and finance systems within the school. Contribute to the planning, development and monitoring of support services, including co-ordination and delegation of relevant activities, maintaining confidentiality at all times.

**KEY TASKS OF POST:**

**Administration:**

* Respond to correspondence as appropriate.
* Provide financial and administration support to the School Business Manager.
* Provide general administrative support as required.
* Undertake research and training to obtain information to inform decisions.
* Help to monitor stock control of resources and order as required using ‘Best Value’ practice.
* Complete and submit complex forms, returns etc.
* Supervise, train and develop administrative staff as appropriate.
* Contribute to the planning, development and organisation of policies and procedures.

**Finance:**

***Under the line management of the School Business Manager. You will:***

* Assist with financial transactions and sales of the school.
* Undertake financial administration procedures.
* Assist the School Business Manager in preparing budget reports for Governors.
* Assist with the distribution of resources and ensure appropriate stock levels are maintained.
* Help to monitor service contracts.
* Help to monitor ParentPay and other finance packages.
* Assist with all invoicing.
* Assist with the monitoring of expenditure within an agreed budget.
* Assist with the preparation of information in preparation for annual external audit.
* Assist with VAT returns.
* Support with the operation of the school’s financial administration systems.

**Responsibilities:**

***You will contribute to the overall school’s achievement of its objectives. You will:***

* Comply with the school’s policies and procedures including those relating to safeguarding, health, safety and security, confidentiality and GDPR within the school, reporting all concerns to an appropriate person
* Ensure the safeguarding and well-being of all children.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop and maintain constructive working relationships with other members of staff/agencies/professionals.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Partake fully in CPD.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 2.12.22