**Broughton Jewish Cassel Fox Primary School**

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| **Post title: Finance Assistant** |
| **Grade** | Grade 2B | **Staff** **responsibility:** | No |
| **Scope of Work – appropriate for this post:**The post holder will support the finance administration tasks within the school ensuring orders and invoices are processed in a timely manner whilst adhering to the financial procedures. In addition, the post holder will undertake the day to day management of the schools income recording, including the day to day management of the on-line payment system, ensuring information is transferred to the schools accounting system on a daily basis. |
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| **Accountabilities/Responsibilities – appropriate for this post may include:****Expenditure*** Processing of purchase orders on the schools accounting system, accurately and in accordance with agreed authorisation and timescales.
* Processing of invoices after checking to purchase orders and goods received notes, ensuring appropriate authorisation is obtained prior to payment.
* Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received as appropriate.
* Ensuring invoices are processed on the schools accounting system within specified time limits.
* Preparing BACS and cheque runs on a weekly basis.
* Import of BACS runs to the academy bank account ready for approval by senior staff.
* Process petty cash requests as required.
* Process journals as required.

**Income*** Ensuring the schools on-line payment system is kept up to date with pupil absences.
* Ensuring pupils meal preferences are recorded on the school’s on-line payment system to enable parents to complete payment.
* Processing of on-line purchase orders of uniform on a daily basis ensuring orders are prepared ready for distribution to pupils/parents.
* Extracting details of on-line payments on a daily basis and record details of such payments on the school’s main accountancy system.
* Chasing outstanding payments on a weekly basis by text and/or email using the school’s communications system.
* Dealing with parental queries in relation to charges for school lunches, before and after school clubs, uniform orders and other sundry sales.
* Record miscellaneous income (cheques and cash) and prepare for banking records for subsequent payment into the bank
* Assist with month end procedures including bank and other reconciliations and posting of journals as required.

**Payroll*** Support the administrative tasks associated with payroll including, distribution of claim forms, recording details from claims submitted, checking claims to staff absence records.

**General*** Contribute to the development and implementation of financial reporting and procedures.
* Support the effective use of financial procedures, reporting and use of financial systems.
* Ensure effective communication and reporting in financial matters.
* Support the School Business Manager with requests from external organisations such as audit.
* Maintain an accurate filing system suitable for audit purposes.
* Dealing with queries from suppliers, debtors, budget holders and other Academy staff.
* Ensure confidential, tactful and secure management of sensitive information.
* To work within school policies and procedures.
* To contribute to the provision of an effective school administration service.
* To support the promotion of positive relationships with parents and outside agencies.
* To attend skill training and participate in personal/performance development as required.
* To take care for their own and other people's health and safety.
* To be aware of the confidential nature of issues.
* Any other duties commensurate with the grade as may be required by the Principal or Business Manager.
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| **Contract Details** | 20 Hours / week, term-time only. |
| **Conditions** | Different working hours/pattern may be agreed for the right applicant.  |
| **Hours of Duty** |

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| Monday | 8.15am | to | 12.15am |
| Tuesday | 8.15am | to | 12.15am |
| Wednesday | 8.15am | to | 12.15am |
| Thursday | 8.15am | to | 12.15am |
| Friday | 8.15am  | to | 12.15am |

 *Daily working pattern may be subject to change to meet the needs of the school. The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.