



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Finance Assistant

Responsible to: Director of Business and Finance

Pay Band: B3

Hours: 25 hours per week
Term time only
Actual salary £13, 773 - £14, 821
Hourly Rate £12.59 - £13.46

Main role:

To support the Finance Manager and Director of Business and Finance with finance activities.

Main duties will consist of:

1. Raising sales invoices
2. Cash counting
3. Raising orders
4. Budget monitoring
5. Stock counts
6. Processing purchase invoices and expense claims
7. Credit control and chasing late invoice payments
8. Managing the parent pay system, setting up accounts as required, answering queries and closing expired accounts.
9. Using the parent pay system to set up payment for trips visits and other accounts.
10. Producing weekly parent pay reports.
11. Responding to customer and supplier enquiries
12. The set up and use of school catering tills
13. Use of the school general ledger (PS Financials)
14. Assist Finance Manager with school vending systems (ordering stock, filling machines, dealing with queries)
15. General office duties
16. Working co-operatively with other employees in the business to support their activities
17. Duty to safeguard and promote the welfare of children and young people
18. To 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.
19. To be aware of and support difference and ensure equal opportunities for all.
20. To contribute to the overall ethos/work/aims of the school.
21. To appreciate and support the role of other professionals.

22. To attend and participate in relevant meetings as required.
23. To participate in training and other learning activities and performance development as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

1	Aptitudes:	
1.1	To be innovative and creative in developing solutions	E
1.2	To communicate effectively with staff at all levels within the school	E
1.3	To work under pressure	E
1.4	To organise and develop effective systems	E
1.5	To relate well to young people	E
1.6	To relate well to those in positions of authority	E
1.7	To take initiative and work independently	E
1.8	To work to high levels of accuracy	E
1.9	To prioritise and plan to ensure completion of tasks	E
1.10	Flexibility to work outside normal working hours when need arises	E
2	Characteristics:	
2.1	Excellent attendance record	E
2.2	Sense of humour and optimism	E
2.3	Self-motivated and hard working	E
2.4	Willingness to be flexible and work to meet the best interests of the school	E
2.5	Innovative and creative	E
2.6	Open and honest	E
2.7	Empathy	E
2.8	Confidential and trustworthy	E
2.9	Team player	E
3	Knowledge/Skills	
3.1	High level of competence with all the main aspects of Microsoft Office & web-based applications	E
3.2	Excellent interpersonal skills	E
3.3	Proven organisational/administrative skills	E
3.4	Teamwork and collaboration	E
4	Qualifications and Experience	
4.1	Good general education	E

4.2	Minimum GCSE Grade C English and Maths or equivalent	E
4.3	Driving Licence	D
5	Safeguarding and Promoting the Welfare of Students	
5.1	Has appropriate motivation to work with students.	E
5.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
5.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E