



ST. ANNE'S
R.C. VOLUNTARY ACADEMY

Finance Assistant Job Description and Person Specification

Post title:	Finance Assistant
School:	St Annes RC Voluntary Academy
Pay range:	Grade 5 TT plus 1 week
Line manager:	School Business Manager

Job Description

Main Purpose of the Job

To assist the School Business Manager in providing a comprehensive and accurate financial and human resources administration service to the school.

To ensure the smooth-running and input of relevant data to the payroll process.

To assist the Business Support Manager in the efficient and prudent management of the school's finances.

Main Duties and Responsibilities

- 1 Assist the Business Support Manager in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial administration service.
- 2 Ensure the smooth-running and input of relevant data to the payroll process, including the day-to-day management of the payroll provider, ensuring service level agreements are met, the electronic personnel files are accurate and up to date, and data is collated and submitted as required.
- 3 Analyse staff absence, alerting the appropriate staff when Attendance Management Reviews are required. Provide statistical information to the Business Support Manager regarding staff absence levels.
- 4 Be aware of school policies alerting appropriate senior staff when they are due for re-approval. Ensure appropriate policies are distributed to staff.
- 5 Arrange payment of invoices, liaise with suppliers as appropriate and raise invoices relating to lettings.
- 6 Undertake routine financial administration procedures, ensuring that work is accurate, of a high standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial reporting.
- 7 To be responsible for administration of school cash where appropriate, including the logging of cash received in school.
- 8 Prepare regular and ad-hoc material, both manually and through computerised systems as requested by the Business Support Manager.

- 9 Maintain the asset inventory and assist in the school's asset management process, alerting the Business Support Manager to any areas of concern.
- 10 Maintain contract information, alerting the Business Support Manager to contract end dates.
- 11 Maintain accurate books of accounts and computer records, which record the school's financial transactions, including order forms, invoices, cash, receipts and other paperwork.
- 12 To ensure accuracy and confidentiality of all information produced.
- 13 To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- 14 To undertake personal development to improve own practice
- 15 To assist with pupil welfare duties under the agreed system for the school to ensure the safety and welfare of pupils.
- 16 Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
- 17 To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Date: May 2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person Specification

Finance Assistant Grade 5

For this job we are looking for:

A knowledge and understanding of the principles and practices of finance, and experience of working in a financial environment.

An understanding of the requirements for ensuring an efficient payroll and personnel system.

A knowledge and understanding of administration.

Experience of analysing financial information.

Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.

Excellent IT skills and the ability to use financial management software packages or similar systems.

Ability to develop and review financial systems and procedures and implement improvements.

Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.

Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.

Ability to keep accurate financial and personnel records and maintain an efficient filing system.

An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.

Excellent organisational skills.

Willingness to attend any training courses as may be required in the future.

Willingness to abide by the City Council's and Governors' various policies.

The roleholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

Personal style and behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).