



Ashlyns School: Role Description Support Staff

Title of Post	Finance Assistant
Grade (including allowances)	H3 to H4 + Fringe Allowance
Reporting to	Finance Manager
Date	Oct 2022
Time/Hours	10 hours per week, term time only, worked over 2 or 3 days

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

General Overview: To work as a key member of the Finance Team, reporting to the Finance Manager.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details).
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff, contractors and suppliers and other visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post Holder

Finance

- Reimbursement of petty cash claims and reconciliation at month end
- Monitoring of the Finance Dept emails, distributing and responding as necessary
- To ensure accuracy of the school inventory, including physical checks of equipment
- To ensure the physical security and accurate recording of cash and cheques and to bank on a timely basis
- Raising Accounts Receivable invoices for lettings on a timely basis, ensuring correct charging of rates and vat

- To deal with queries as required including using ParentPay and FasTrak
- Assist the School Business Director and Finance Manager with the Financial Year End as required
- Posting of transactions onto the Finance System as required
- Assist the Finance Officer with chasing payments from parents for trips and visits
- Calculation of staff duty meal payments and allowances

Other

- To respond to finance related queries in a timely and professional manner
- Maintaining Finance paperwork and filing as required
- Any other duties as requested by the Finance Manager

Person Specification

Qualifications	Essential	Desirable
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. Relevant finance qualifications or experience		X
3. Intermediate IT training including Excel		X
Experience		
4. Experience of working with effective administrative and clerical systems	X	
5. Experience of using FMS, RM, SIMS and/or Sage		X
6. Working with children, young people, parents and families preferably within an education context		X
7. Working as a part of a team, as well as on your own initiative	X	
Knowledge		
8. Knowledge of school systems and procedures		X
9. Demonstrate an understanding of issues linked to confidentiality	X	
Skills		
10. Ability to communicate effectively both orally and in writing	X	
11. Ability to prioritise and meet deadlines	X	
12. Ability to use IT systems effectively to produce reports and record information plus a desire to develop these skills	X	
13. Demonstrate an ability to cope with stressful/conflict situations	X	
14. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
15. The flexibility to adapt to changing workload demands and new school challenges	X	
16. Good team working skills	X	
17. Personal commitment to continuous self-development	X	
Personal Qualities		
18. Good role model	X	
19. Strong interpersonal skills	X	
20. Energetic, creative and enthusiastic	X	
21. Co-operative, flexible and responsible	X	
22. Able to prioritise and work under own initiative	X	
23. Reliable, well organised and committed to high standards	X	
24. Accurate with a good eye for detail	X	
25. Able to maintain confidentiality	X	

Knowledge, Skills and Personal Attributes

- Ability to relate calmly and assertively with adults and students.
- Show initiative and imagination in solving problems and be prepared to work independently without direct supervision.
- Exhibit high moral standards in dealing with confidential and sensitive situations.
- Be prepared to continually strive to update knowledge and skills where appropriate (for example, remain abreast of Financial Procedures and other basic skills and knowledge associated with finance issues).

The Finance Assistant reports to the Finance Manager and forms part of the Finance Team who cover for each other when necessary.

Training in specific areas will be provided.