



FINANCE ASSISTANT - JOB DESCRIPTION

Responsible to: Senior Finance Officer & Trust CFO

Role Summary

The Finance Assistant is a role within the Trust Finance team to provide financial and administrative support to general school finance, ensuring timely, quality and accurate financial information is provided and maintained in accordance with Trust procedures. The Finance Assistant will report to the Senior Finance Officer and the Trust CFO.

Key Responsibilities

Under supervision and guidance from the Senior Finance Officer:

- Open and distribute post daily within the Finance department
- Purchasing
 - a. Provide assistance to staff members with regard to purchasing and where applicable.
 - Advising on best-value suppliers.
 - Suggest alternative goods or supplies.
 - b. Process authorised purchase requisitions onto the Accounting System.
 - c. Check the orders upon receipt and arrange delivery to faculties/departments.
 - d. Receipt delivered goods onto Accounting System.
 - e. Follow up short deliveries.
 - f. Progress orders weekly with suppliers.
 - g. Ensure high level of accuracy of input and coding.
- Purchase Ledger
 - a. To accurately and timely process approved invoices onto the Accounting System.
 - b. Reconcile monthly supplier statements with the Accounting System statements and follow up on queries.
 - c. Prepare payment run bi-monthly for approval by Senior Finance Officer
 - d. Process approved supplier's payment runs by relevant method e.g. BACS, Cheque or other.
 - e. Routinely process all approved direct debits and standing orders.
 - f. Ensure all relevant fixed asset information is photocopied for backup to fixed asset register.
 - g. Enter all new assets onto the Fixed Asset register as they are purchased and assist the Senior Finance Officer with the annual reconciliation of the Fixed Asset Register with the Finance System.
 - h. Ensure high level of accuracy of input and coding.
- Sundry Payments
 - a. Prepare, make payment and process sundry payments, which include:
 - b. One-off suppliers
 - c. Bursary payments to students
 - d. Any other as deemed necessary
 - e. Process re-charges journals for reprographics and other monthly charges

- Cash Management
 - a. Ensure safekeeping of money received.
 - b. To count monies received and prepare for banking and process the relevant journal vouchers.
 - c. To administer the school's cashless catering system on ParentPay and reconcile as needed
 - d. To ensure the collection, receipts and banking of money for charitable events
 - e. To ensure collection of trip payments via ParentPay

- Petty Cash
 - a. Control of petty cash and ensure at all times sufficient cash levels to meet needs of school.
 - b. Ensure receipts obtained for all purchases and ensure all payments are authorised by relevant staff.
 - c. Routinely perform cash counts and reconcile account, for review by the Senior Finance Officer.
 - d. Prepare and process the relevant journal vouchers onto the Accounting System.
 - e. Ensure high level of accuracy of input and coding.

- Sales Ledger
 - a. Process revenue invoices for lettings (i.e. swimming pool, conference room hire etc.)
 - b. Follow up outstanding debtors

- Filing
 - a. To file in an orderly fashion all entries processed onto the Accounting System.
 - b. To be in charge of the archived filing of the school's finance records.

- Other
 - a. To perform any other tasks as may be reasonably requested by the Senior Finance Officer and/or CFO.

General

Any other duties reasonably requested by the CFO, Senior Finance Officer or Beechwood's Headteacher.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Herschel Grammar School and Beechwood School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and GDPR.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Children, Schools and Families' guidance entitled "Keeping Children Safe in Education" (January 2021) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. You will also be required to have satisfactory Enhanced DBS clearance.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.