



## St Paul's C of E Junior School Job Description – Finance Assistant

School:	St Paul's Church of England Junior School
Responsible to:	School Business Manager
Role:	1.30pm – 4.30pm, 5 days per week, term time only
Grade:	Grade 4, Point 7-11

### Purpose

To assist and support the School Business Manager in ensuring effective management of all policies, procedures and systems relating to finance, to ensure the smooth running of the school.

### Principal Responsibilities

#### Finance

- To implement 'Best Value' and obtain 'Value for Money'
- To prepare all orders
- To administer all expenditure and payment of invoices via BACS
- Prepare, maintain and reconcile reports, records and accounts as required in conjunction with the school's accounting systems
- To undertake "housekeeping" of the accounts such as: preparing and making orders, and dealing with petty cash
- Receive deliveries and check them against the order. Follow up errors and maintain a recording system.
- Maintain an inventory of equipment.
- Complete monthly Imprest return
- To support School Business Manager in the preparation of the school fund account for the annual audit and monitoring returns for the local authority.
- Count and bank monies raised through donations for the school visits, church collections, charity events and non-uniform days
- Maintain Private Fund Accounts and prepare monthly statements.
- Ascertain cost and availability of venues for educational visits
- Book transport and venues and complete necessary booking forms

#### Admin

- Provide supervision for those pupils with medical conditions requiring the administration of daily medication during school hours e.g. diabetes
- Administer first aid to pupils and contact home where necessary
- Deal with parental, staff, governor and pupil enquiries via telephone or in person
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post-holder



## St Paul's C of E Junior School Person Specification – Finance Assistant

**When completing your application, please ensure you provide clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How measured	Desirable	How measured
<b>Experience</b>	Experience of working within a school environment	1	Previous experience in a similar finance-based environment.	3
	An excellent understanding of safeguarding within an educational setting	1	Pediatric First Aid Qualification and Level 1 Safeguarding Training	3
	Knowledge of the high level of accountability and importance of good communication with all school stakeholders	1	Experience of having responsibility for the wellbeing of pupils with medical conditions.	3
<b>Skills / abilities</b>	Able to communicate effectively with a variety of stakeholders – pupils, governors, colleagues, parents, community, external agencies.	1, 3		
	Understands the importance of confidentiality and significance of data protection within a school environment	1		
	Able to work within a very busy and sometimes pressured environment	1, 2, 3		
	Approaches all tasks with attention to detail a high degree of accuracy.	3		
	Willingness to undertake training in SIMS and FMS	1	Confident using word and knowledge of excel would be an advantage.	1, 2
<b>Personal Qualities</b>	Well organised with the ability to prioritise effectively.	2, 3	Experience of the protocols around formal record keeping	1
	Able to work under pressure and meet deadlines.	1, 3		
	Adopts a calm, quiet and flexible approach to all tasks, particularly when unexpected issues and unscheduled events arise	1		
	Commitment to supporting and upholding the Christian values and ethos of our school	1		
	An excellent sense of humour.	1, 2		

Essential ~ without which a candidate would be rejected.      Desirable ~ useful for choosing between two strong candidates

Measure ~ 1 = interview    2 = tour and task    3 = references/information from previous employer

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post