Job Description Finance Assistant/IT Support

20 hours per week
8.30am-12.30pm 3 days a week 12pm-4pm 2 days a week

To assist with the finance duties of the school, in particular School Fund and Wrap Around Care as well as providing first line IT support throughout the school. Reception cover will be included one afternoon per week.

Clerical Tasks

- Photocopying
- Ad hoc tasks for Head and Assistant Heads
- SIMS data entry
- Prepare data for the Termly Schools Census, and the Catholic Schools Census and submit electronically.
- Fire marshall

Finance Tasks

- Logging income on to Tucasi (school trips, breakfast and after school club, fundraising).
- Counting cash, cheques, making online payments, trips to the Bank, dealing with petty cash.
- Use of FMS for ordering, and invoicing and cheque processing where required
- Building Fund/School Fund
  - Reconciliation & Accounts, including preparing for audit of School Fund and Building Fund accounts
  - Recording payments
  - Issuing reminders
  - Banking (within working hours)
  - Maintaining spreadsheets
  - Gift Aid reclaim for Building Fund

Breakfast and After School Club Administration

- Log bookings on Tucasi
- Maintain a waiting list for spaces
- Prepare and distribute invoices
- Chase outstanding income
- Prepare weekly registers for after school club and summary attendance sheets for the classroom register folders
- Ensure signing in sheets are available for breakfast club

ICT

- Provide first line ICT support to other school staff members
- Escalate any unresolved issues to Watermans Support desk, raising and monitoring tickets
- Maintain the school IT inventory
- Set up and maintain user IDs for all pupils on admission, administering the roll up of classes at the end of each academic year
- Set up and maintain user IDs for school staff members, ensuring appropriate filtering is applied

Dinner Money

- Prepare weekly dinner list for registers (Monday)
- Check orders AM
- Print lunch order details for the lunch team

Reception

- Assisting with dealing with enquiries at reception
- Answering telephone calls
- Distributing correspondence
- Medical room / distribution of medicines

Signed :	Date: