

# Walkwood

Church of England  Middle School



## Job Description: **School Finance Assistant**

Pay range : **Grade 3 £ 17,681 - £ 18,672 pro rata**

Responsible to: **The Business Manager**

**Hours of work:** Monday to Friday, 35 hours per week (8.00 am – 3.30 pm each day with half an hour lunch each day), term time only with an additional requirement to work two teacher training days per annum and two separate mornings during the summer holidays as agreed with the Business Manager

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definitive list.

### **Purpose**

Walkwood Church of England Middle School, situated in Redditch currently has over 680 pupils and a financial turnover of around £3 million. We have an exciting opportunity for a confident and enthusiastic person to work in our finance office and we are seeking to appoint a Finance Officer. We are ideally looking for someone who already has experience of working in a busy finance office with accounting / book keeping knowledge and excellent administrative skills and great customer service. The job holder will be involved in all financial transactions relating to the school.

### **Main duties and responsibilities**

- Ensure that all financial transactions are processed accurately and timely within the Trust's finance and accounting system and are maintained in line with financial regulations, policies and procedures.
- Maintain accurate financial records for budget monitoring and tax related purposes;
- Manage financial related tasks such as raising purchase orders, arranging payment of supplier invoices, raising cheques and ensuring that all transactions are signed off by the correct budget holder;
- Process cash receipts from the cash loader and other sources and prepare for depositing at the bank;
- Support the Business Manager in relation to any special projects such as CIF funding obtained for large building works;
- Assist the Business Manager in the preparation of tenders;
- Prepare debtor invoices in a timely manner and according to agreed contractual requirements;
- Place orders with suppliers and liaise with them as required;
- Undertake monthly reconciliations, checking income and expenditure and investigating any anomalies;
- Produce reports for the Business Manager as required;
- Work closely with the Principal, particularly to obtain electronic sign-off of transactions input to the E5 finance system;

- Understand and react to the threats posed by cybercrime and ensure strategies are in place to avoid any associated risks;
- Monitor lettings and liaise with debtors as required;
- Liaise with trip leaders and book coaches etc. as necessary;
- Ensure appropriate data / information is input to SIMS and iTrent (such as logging staff absences) and ensure that data is handled in a strictly private and confidential manner, according to data protection principles.
- Adhere to and maintain school routines and codes of conduct;
- Carry out other duties such as photocopying and general administrative duties.
- Attend relevant courses as and when required, e.g. safeguarding, finance training etc.
- Report any pupil concerns to relevant staff members.

## Personal qualities

- Work in a calm and professional way;
- Be an effective communicator to employees, Parents/Carers, visitors, accountants etc. in relation to financial aspects;
- Have an excellent telephone manner, be confident in using excel, word and possess good interpersonal and written skills;
- Be highly organised, hard-working and committed and be keen to work in a very busy school environment;
- Be attentive to detail and work accurately;
- Be able to use excel spreadsheets, for example to monitor trip income and regularly reconcile to Parentpay;
- Preferably have knowledge of the E5 finance system, Parentpay, cashless catering, SIMS, emails and the iTrent employee self-service system;
- Have the ability and knowledge of the use of journals, accruals and year-end financial processes;
- Be confident with handling a range of financial and numerical data;
- Be IT literate and have the ability to learn new systems and have the willingness to actively seek innovative ways to better utilise technology;
- Be highly organised, hard-working and committed;
- Be adaptable to change.

## Other duties and responsibilities

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act.