

JOB DESCRIPTION

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| JOB TITLE: | FINANCE ASSISTANT (MATERNITY LEAVE COVER) |
| GRADE: | APT&C Points 10-14 |
| LOCATION: | Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT |
| CONTRACT: | The post is temporary for 12 months or until the return of the current postholder, whichever is sooner 30 hours per week - 6 hours/day Suggested hours – 8.15am to 2.15pm however there is flexibility to work between the hours of 8.00am and 5.00pm Term Time plus 10 days: - <i>2/3 days – February half term</i> <i>7/8 throughout the Summer holidays</i> |
| RESPONSIBLE TO: | School Business Manager and Assistant School Business Manager |
| STAFF RESPONSIBLE FOR: | Not Applicable |
| JOB PURPOSE: | |
| <ul style="list-style-type: none"> • To provide direct support for the School Business Manager (SBM) and Assistant School Business Manager (ASBM). • To ensure all financial transactions meet guidelines set by the Governing Body of the school, LEA Scheme for Financing Schools and Schools Financial Value Standard. • To support the management and organisation of Finance ensuring effective, high quality and professional support. • To maintain strict confidentiality ensuring no unauthorised information is shared. • To advocate a positive and proactive manner within School. | |
| <u>Financial duties</u> | |
| <ul style="list-style-type: none"> • Undertake the school finance operational functions on a day-to-day basis. • Ensure accurate financial records on both SIMS Finance 6 and Schools Fund Manager finance systems. • Process orders, invoices, credit notes and payments. • Liaise with members of staff personnel in relation to orders, invoices and budgets. • Ensure site team distributes goods received in a timely manner following receipt. • Report and consult with suppliers any damage, deficiency or discrepancy if informed by budget holder. • Resolve problems with suppliers, invoices, deliveries etc. • Monthly check of outstanding orders to ensure effective cost centre control. • Provide/print cost centre reports from Finance 6 for budget holders as required/requested. • Ensure internal control procedures relating to all financial issues are undertaken effectively. • Operate petty cash and undertake monthly reconciliation. • Cash handling and banking of monies received. • Maintain the system of financial record retention, archiving and destruction in liaison with the ASBM in line with GDPR. • Support in the procedure of annual stock check as required. • Any other financial duties as requested by the SBM and ASBM. | |
| <u>Unofficial School Funds</u> | |
| <ul style="list-style-type: none"> • Manage and maintain the unofficial school fund account liaising with the Assistant School Business Manager. • Receive, record and receipt all cash/cheques collected. | |

- Prepare and bank all monies.
- Write cheques and withdraw money as required.
- Monthly reconciliation.
- Prepare and produce reports as required.
- Manage all year end procedures.
- Organise auditing of fund at year end.
- Liaise with appropriate personnel.
- Administration of all paperwork and returns.
- Production of annual reports to Governors.
- Ensure internal control procedures relating to all financial issues are managed effectively.
- Any other related duties.

Administration

- Daily monitoring of Entrysign system in terms of staff attendance/emergency procedure, keeping the ASBM informed.
- Support the ASBM in the management and maintenance of the schools CPD software ensuring staff are added and removed where necessary.
- Support the ASBM in planning and organisation of CPD events in relation to overnight stays and transport requirements ensuring best value at all times.
- Support the ASBM in providing administrative support for training and development via CPD software and upkeep of related records.
- Assist with the organisation of school events as part of the admin team when required.
- Work as part of the office team and when workloads demand, assist with other administrative tasks.
- Type, file, photocopy etc when required.
- Liaise with the SBM and ASBM.
- Participate in annual appraisal scheme and personal development.
- Undertake any other relevant duties after consultation with the SBM or Headteacher.

OTHER

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date _____

Signature of School Business Manager _____ Date _____