



Job Description & Person Specification

Job title	Finance Assistant
Hours of work	15 hours per week Monday to Friday
Employment status	Permanent. Term time only
Grade	Grade E 6-8
Salary	£25,989 to £26,824
Actual salary	£9,062 to £9,566

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To be directly responsible for sourcing and ordering goods and services for the school, checking deliveries, querying shortages/damages and arranging returns and to process the resulting invoices in our Iris PSF accounting software. To undertake various other finance office tasks to assist in the smooth running of the department. To carry out the tasks in the month end checklist that are marked for the Finance assistant to complete in order that monthly and yearly closedowns take place to deadlines.

Responsible to

Maria Baskerville, Senior Finance Manager and Andrea Gould, Director of Resources, who has overall responsibility for all support staff.

Contacts

Effective working relationships will need to be established with a variety of internal stakeholders to include the School Leadership Team (particularly the Headteacher and Director of Resources), Senior Finance Manager, Finance Team colleagues, the wider school community, parents and pupils and outside agencies.

Key Tasks Summary

Monitor the finance emails and action all requisition requests, raise purchase orders on Iris for approval and place those orders in the most efficient way – online website , via email or using the school credit card. Ensure the electronic records are kept accurately and efficiently. Check all deliveries and goods receipt them in Iris ready for the invoice to be processed. Query all shortages/damages. Manage returned goods. Chase outstanding orders. Help staff with their purchases by seeking alternatives and requesting quotes when required. Enter Non Order invoices on Iris and ensure the invoices are attached within Iris and saved electronically in the correct folders in the finance section of Sharepoint.

Trips, Resources, Clubs and Catering Income

Assist members of the finance team with the administration of trips, clubs and catering income. This can involve using the Arbor payment platform, Iris accounting software, making telephone calls & emails and speaking to parents, students, staff and external parties.

Textbooks/Lockers

Allocate lockers when requested and record payments. Locker renewals – administer letters and payments. At year end monitor Textbook returns and issue textbook refunds & Locker refunds. Maintain careful record keeping in excel spreadsheets.

Uniform/Student Supplies/ Tokens

Set up supplies offered on Arbor, link relevant pupil/students and work with faculty admin to share incoming orders. Distribute items of uniform and bags of School Payment Tokens (cashless school). Monitor stock.

Exam Payments

Set up on Arbor only Manual payments as amounts will vary.

Staff Duty Meals

Process Duty meal allowances each term (Autumn, Spring & Summer) and advise Catering Manager who will enter onto CIVICA cashless cards – balances will be cleared to zero each term. Ensure spreadsheet records are kept current and staff duty meals allowances are approved by Head teacher.

Petty Cash

Issue reimbursement to staff who are claiming petty cash with their receipts. Ensure all paperwork is correct and authorised appropriately. Assist with reconciling the petty cash tin each month making sure the balance in the tin matches the balance on Iris. Replenish the petty cash balance by cashing a cheque to ensure an adequate balance of funds is kept.

Banking

Bank cash and cheques- prepare bank paying in book, take to bank and ensure fully receipted on IRIS PSF accounting software. Counting cash and tokens and ensuring the correct cost centres are credited with their income. Using Excel to accurately record the income raised ready for posting the journal in Iris. Support the school in its aims to go cashless by encouraging the use of school payment tokens.

Smart Cards (Civica Cashless Catering)

Print and activate any Smartcard orders daily using the smart card printer.

Work with Catering Manager concerning any problems and ensure the Catering Manager is kept updated on all income and expenditure using the shared spreadsheet.

Deal with any queries from Pupils/students and parents. Send out balance reports and chase dinner money debts weekly.

Print new starter's smart cards, staff and pupils in September and print for any new starters throughout the year. (Send these out with their Arbor log in details).

Minibus – Transfers/ Journals for paid and no charge trips (Monthly) – Involves checking mileage records. We recharge the departments who use the minibus to cover the costs of servicing and fuel.

Other Duties

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to upon appointment. All staff are required to read these policies annually and to adhere to them.

Signed: _____

Date: _____

**Person Specification**

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths		•
Accounts Assistant experience		•
Experience	Essential	Desirable
Competent in the use of Word and Excel	•	
PSF/ IRIS Accounting Software, Arbor, SAGE, CIVICA		•
Experience of working in a school		•
Personal Qualities	Essential	Desirable
Possess honesty and integrity	•	
Pay close attention to detail and have a high accuracy rate, particularly numerical data	•	
Be able to lead and work within a close-knit team	•	
Clear understanding of and respect for confidentiality	•	
Organised and efficient	•	
Ability to work under pressure, take responsibility, prioritise and meet deadlines	•	
Possess excellent verbal and written communication skills	•	
Employ discretion and demonstrate a clear understanding of and respect for confidentiality	•	
Ability to use own initiative	•	
Would Enjoy working within an education setting	•	
Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Positive attitude to resolving problems, ownership and commitment to finding solutions.	•	