



## JOB DESCRIPTION

**NAME:**

**DEPARTMENT:** Education

**SECTION:** Primary Schools

**JOB TITLE:** Finance Assistant

**GRADE:**

**HOURS:** Part-Time (15 hours per week)

### JOB PURPOSE

To provide administrative and financial support in the School

**Duties and responsibilities:** To support the School Administrator and Education Finance Officer with routine financial administration and designated administrative tasks.

**Financial Administration:** The post holder will be expected to carry out the following tasks using the FMS accounts package:

- Monitor, interpret and advise on School Budget
- Place orders as approved by the Headteacher
- Ensure ongoing contracts with suppliers are reviewed on a timely basis. Discuss renewals with Headteacher
- Agree invoices with delivery note/authorisation document, code the invoices and process for payment via FMS
- Ensure that all invoices are paid within the required timescale.
- Reconciliation of FMS prints.
- Produce monthly reconciliation of accounts.
- Manage the petty cash account.
- Check and keep accurate records and banking details of all income for school and Nursery.
- Regular banking of cash.
- Pursue bad debts
- Issue invoices for payments to school
- Maintain computerised accounts, analyse information, assist Education Finance Officer with end of year balance and other reports as required by audit regulations

**School Fund:** Responsible for the administration of the school fund accounts including:

- Receiving and banking cash.
- Liaising with the School Administrator re the costing and payment of school trips and activities.
- Maintaining cash and bank accounts.



# Shepton Mallet Community Infants' School & Nursery



- Reconciling the bank statement on a monthly basis.
- Preparing annual income and expenditure accounts.

**School Meals:** Responsible for the administration of school meals including:

- Ordering and paying invoices for school meals
- Ensuring invoices for catering staff wages are sent to BAM in accordance with the contract between BAM and School
- Liaising with catering staff

**Routine Administration:** In addition the post holder will be required to:

- Co-ordinate the authorisation and submission of staff claims for additional hours and payments.
- Record all staff absences and prepare the monthly staff absence return in accordance with agreed policies.
- Ensure staff contracts are up to date and accurate
- Ensure all documents are filed as required.
- Book staff onto external training courses and update Sims with details
- Carry out additional routine tasks as requested by the School Office Manager
- Keep an up to date inventory.

**General:**

- Assist in the school office and maintain the necessary systems for administration, communication and record keeping.
- To provide a reception service including answering the telephone and operating the security door lock, ensuring only authorised visitors enter the school.
- Understand the implications of the Data Protection Act and other legislation and to ensure that there is provision to maintain confidentiality of records and information.
- Contribute to the overall aims and targets of the school, take initiative to establish constructive relationships with other agencies.
- To maintain total confidentiality in all matters relating to the school.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## QUALIFICATIONS/EXPERIENCE

Post holders should have sound experience of office systems and procedures and organising ability. Post holders should also have excellent secretarial, communication and ICT skills, and school experience in estimating, budgeting and accounting procedures, and control systems using SIMS FMS software.



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The post holder must be flexible in all aspects, have a sense of humour and enjoy children.

This position will be subject to a six weeks probationary period.

## SUPERVISION RECEIVED

Responsible to the School Administrator & Head Teacher

## PRINCIPAL CONTACTS

Every member of the school staff team, Governors, pupils, parents, members of Education and other Council Departments, contractors, external bodies

## SPECIAL CONDITIONS

The post will require vetting in line with the procedures determined by the Disclosure and Barring Service in the Protection of Children and Young Persons.

This job description sets out the main duties of the post when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**H Thompson, Headteacher**  
**September 2020**