



St Paul's C of E Junior School Job Description – Finance Assistant

School:	St Paul's Church of England Junior School
Responsible to:	School Business Manager
Role:	1.30pm – 4.30pm, 5 days per week, term time only
Grade:	Grade 4, Point 7-11

Purpose

To assist and support the School Business Manager in ensuring effective management of all policies, procedures and systems relating to finance, to ensure the smooth running of the school.

Principal Responsibilities

Finance

- To implement 'Best Value' and obtain 'Value for Money'
- To prepare all orders
- To administer all expenditure and payment of invoices via BACS
- Prepare, maintain and reconcile reports, records and accounts as required in conjunction with the school's accounting systems
- To undertake "housekeeping" of the accounts such as: preparing and making orders, and dealing with petty cash
- Receive deliveries and check them against the order. Follow up errors and maintain a recording system.
- Maintain an inventory of equipment.
- Complete monthly Imprest return
- To support School Business Manager in the preparation of the school fund account for the annual audit and monitoring returns for the local authority.
- Count and bank monies raised through donations for the school visits, church collections, charity events and non-uniform days
- Maintain Private Fund Accounts and prepare monthly statements.
- Ascertain cost and availability of venues for educational visits
- Book transport and venues and complete necessary booking forms

Admin

- Provide supervision for those pupils with medical conditions requiring the administration of daily medication during school hours e.g. diabetes
- Administer first aid to pupils and contact home where necessary
- Deal with parental, staff, governor and pupil enquiries via telephone or in person
- Any other duties that reasonably fall within the scope of the post which may be allocated after consultation with the post-holder



St Paul's C of E Junior School Person Specification – Finance Assistant

When completing your application, please ensure you provide clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How measured	Desirable	How measured
Experience	Experience of working within a school environment	1	Previous experience in a similar finance-based environment.	3
	An excellent understanding of safeguarding within an educational setting	1	Pediatric First Aid Qualification and Level 1 Safeguarding Training	3
	Knowledge of the high level of accountability and importance of good communication with all school stakeholders	1	Experience of having responsibility for the wellbeing of pupils with medical conditions.	3
Skills / abilities	Able to communicate effectively with a variety of stakeholders – pupils, governors, colleagues, parents, community, external agencies.	1, 3		
	Understands the importance of confidentiality and significance of data protection within a school environment	1		
	Able to work within a very busy and sometimes pressured environment	1, 2, 3		
	Approaches all tasks with attention to detail a high degree of accuracy.	3		
	Willingness to undertake training in SIMS and FMS	1	Confident using word and knowledge of excel would be an advantage.	1, 2
Personal Qualities	Well organised with the ability to prioritise effectively.	2, 3	Experience of the protocols around formal record keeping	1
	Able to work under pressure and meet deadlines.	1, 3		
	Adopts a calm, quiet and flexible approach to all tasks, particularly when unexpected issues and unscheduled events arise	1		
	Commitment to supporting and upholding the Christian values and ethos of our school	1		
	An excellent sense of humour.	1, 2		

Essential ~ without which a candidate would be rejected. Desirable ~ useful for choosing between two strong candidates

Measure ~ 1 = interview 2 = tour and task 3 = references/information from previous employer

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post