

# Job Description

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**JOB TITLE:** Finance Assistant (Maternity Cover)  
**REPORTS TO:** Finance Manager  
**GRADE:** WSCC NJC Grade 4 (Full Time 37 Hrs per week)

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## PURPOSE

To support the Bursar and Finance Manager in processing the financial transactions of the the academy and ensuring that accurate and efficient records are maintained.

## ESSENTIAL REQUIREMENTS

- Experience and qualifications to fulfil the responsibilities successfully
- Excellent financial management skills
- Ability to exercise absolute confidentiality and discretion
- Good interpersonal skills
- Flexibility, initiative, ability to work well under pressure and multi-task
- Good administrative and organisational skills and attention to detail
- Enjoys working with young people
- A team leader who will consistently implement Academy policies
- Willing to whole-heartedly preserve and develop the ethos of the Academy

## MAIN DUTIES

- To receive and record academy income from whatever source.
- To ensure that the management of the petty cash is correctly governed and records relating to it are kept according to procedures set.
- To undertake a stock take on a rolling programme.
- To place all purchase orders and ensure these comply with the requisition policy of the academy.
- To assist the Finance Manager in raising sales invoices.
- To assist the Finance Manager in monitoring outstanding debts owed to the academy from whatever source, and to undertake relevant credit control procedures, such as telephone calls, reminder letters etc.
- To assist with lettings, including arrangements for the academy minibuses.
- To assist the Finance Manager with processing journals.
- To assist the Finance Manager with the academy payroll functions.
- To be a trustworthy, responsible and alert member of the finance team.
- To manage the cash handling processes from all sources and to prepare the academy banking in accordance with its financial policy.
- To administer all financial aspects of educational visits, including collecting monies, bookings, transportation, tickets etc.
- To participate in the academy's annual performance management process.
- To be responsible for health and safety within own working area and to report any concerns to your line manager.

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

## Person Specification

Attribute	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at A*-C or equivalent, including maths</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy qualification</li> </ul>	Certification / Application Form/Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of purchase ledger / sales ledger / cashbook / petty cash.</li> <li>• Track record of good financial management skills</li> <li>• Good eye for detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school finance office</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of accounting standards</li> </ul>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent communication, literacy and numeracy skills</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and organisational skills</li> <li>• A willingness to learn and adaptable to change</li> <li>• Understanding the importance of maintaining confidentiality</li> <li>• A flexible approach to work, including a sense of humour</li> </ul>		

<b>Technology/IT Skills</b>	<ul style="list-style-type: none"><li>• Good ICT Skills</li><li>• Good knowledge of MS Office products, including Excel</li><li>• Experience of using financial software packages</li></ul>	<ul style="list-style-type: none"><li>• Understanding of Corero Resource system</li><li>• Ability to be able to use Sims.</li></ul>	
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