

Stoke Primary School
Briton Road
Coventry
CV2 4LF

Head Teacher
Tel
Email
Web

Mr M Ascroft
024 7645 1724
office@stoke.coventry.sch.uk
www.stoke.coventry.sch.uk



Job Description & Person Specification

Finance Assistant - Grade 4

18hrs Per Week (3 days) – Term Time Only + 2 week (40 weeks)

Job Purpose

Under the direction of the School Business Manager, to work as part of a busy team to provide an efficient and effective admin and finance support service to the school, ensuring confidentiality is always maintained.

Main Duties and Responsibilities

General

- Act as front of house within a team using excellent communication skills to receive and assist parents and other visitors, making appointments when necessary.
- Ensure that safeguarding procedures are followed for all visitors - signing in procedures, checking badges for identification and any other relevant paperwork including DBS when necessary.
- Provide an efficient and professional telephone service: filtering calls, taking and distributing messages, giving accurate information to enquirers, ensuring data protection protocols are adhered to.
- Ensure the front reception sign in and main area are kept tidy and presentable.
- Undertake filing, word processing, emailing and photocopying tasks.
- Contact parents/carers if there are any concerns with a child's health or in any other circumstance, for example: after school activities are cancelled and ensuring the appropriate person(s) are given notice to collect a child, either by the text message service or telephone.
- Monitor stock levels of copier paper and general stationery and re-order when necessary.

School Meals, Clubs and Trips

- Complete procedures as necessary to support School Comms and the online payment system.
- Implement debtors' procedures when necessary to ensure that families do not get into a debt situation.
- Work with the Family Team to set up payment plans for parents/carers if and when required.
- Support families with the use of School Comms for paying for school meals, clubs and trips.



- Ensuring that all money is collected, and the debt management policy is followed consistently.
- Set up payment codes in the online payment system.

Finance Duties

- Ensure the accurate input of data into the school finance system.
- Raise orders, receive and record deliveries and process invoices and payments for goods and services. Including petty cash claims.
- To be responsible for any cash collection within the school and ensure that any cash received is reconciled and recorded in line with the process adhering to the Finance Policy.
- Produce reports efficiently for VAT returns.
- Reconcile bank statements efficiently.
- Generate payments for suppliers and for petty cash claims via cheque or BACS.
- Produce reports upon request for the School Business Manager, Headteacher and Governors.
- Liaise with budget holders under the direction of the School Business Manager, producing transaction reports upon request.
- Ensure all monies are secured in the school safe with access only granted for the School Business Manager and Headteacher.
- Issue statements, reminder letters, debt recovery, cancellations, and refunds.
- Set up the new academic year in the finance system and close off/open new financial periods.
- Support the School Business Manager with any other financial tasks in line with the salary grade range.

Additional Duties

- Attend relevant training courses to update knowledge and extend own understanding of particular areas.
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality, and GDPR. All concerns are to be reported to the appropriate person.
- Support and contribute to the overall ethos/work/aims of the school, embracing change.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: School Business Manager



Person Specification

Knowledge:	• Knowledge of financial systems and procedures. (Bromcom) • A strong understanding of the School Financial Value System.
Skills and Abilities:	• Good numeracy and literacy skills • Strong word processing skills • Able to sort, identify, classify and file accurately in alphabetical or numerical code or subject order. • Telephone skills to obtain and give information in a courteous way and resolve queries efficiently. • Able to remain calm under pressure and cope with interruptions to tasks. • Able to input and access computer-based information. • Able to operate financial equipment such as, PIN reader and cash counting machine. • Able to compile information required for financial statistics upon request. • Able to recognise the importance of security and confidentiality. • GCSEs in Maths and English (Grade A-C equivalent) • Educated to NVQ Level 2, or appropriate equivalent financial experience. • Has a friendly, professional, and respectful approach which demonstrates support and shows mutual respect. • Open, honest, and trustworthy. • Active listener. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing good service. • Demonstrates a "can do" attitude. • Is committed to quality service provision. • Is adaptable to change. • Acts with pace and urgency and is enthusiastic and decisive. • Emotional resilience in working with challenging behaviours.
Experience:	• Financial administration, at least 1 year. • Basic Financial Reporting, at least 1 year. • Experience of using Microsoft Office software, including Microsoft Word, Excel, etc. • Relevant experience that involves working in an office environment, undertaking such tasks as reception duties, record keeping and use of the telephone • Experience in the use of Bromcom, SIMS or FMS or any other financial system. • Experience of working in an environment with children

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Safeguarding	• Enhanced DBS and Children's Barred List clearance. • Motivation to work in an environment with children and young people.