

**Vacancy Reference No:**

Job Title: Finance Assistant

Directorate: Children, Learning and Young People

Post Number: 1006508

Service: Services for Schools

Grade: 4

Location: Willenhall Community Primary School

Job Purpose

Under the direction of the School Business/Office Manager provide efficient and effective administrative and financial support, and undertake clerical and office secretarial functions of the school.

Duties and Responsibilities:

1. Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis.
2. Ensure the accurate input of data into the school financial computer system (Bromcom)
3. Maintain the unofficial school fund, including arrangements for auditor's reports and submission to Governors
4. Be responsible for the notification to City Council of all staff absences, casual workers timesheets and processing of overtime claims
5. Deal with school administrative matters on behalf of the Head Teacher, including attending meetings concerning administrative issues within the school and the Education Department as required.
6. Assist with the preparation, and drafting of reports to the School Governing Body and other agencies.
7. Undertake and assist with administrative projects and studies (e.g. assisting with the analysis and review of budgetary information) for the Head Teacher, senior school staff and Governors, as directed.
8. Assist the Head Teacher, as required, with arrangements relating to school services, building, cleaning, catering and ground maintenance matters including liaison with the Site Services Officer, Catering Staff and the appropriate sections/agencies.
9. Be responsible for the collation and banking of all monies collected within school.
10. Care and maintain accurate financial records
11. Support the School Business Manager in the completion of the School Workforce Census. Ensure data for the census is regularly updated
12. Maintain employee training records on the school's management information system (Bromcom)
13. Carry out all duties in line with School policies and procedures

14. Implement office procedures to ensure confidentiality and security of information in accordance with UK General Data Protection Regulations (UK GDPR), Data Protection Act 2018 and subsequent domestic legislation replacing the EU Data Protection Regulation 1995 and the Data Protection Act 1998
15. Any other duties and responsibilities within the range of the salary grade.

All Staff:

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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.

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

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Responsible to: Office Manager

Date Reviewed: November 2023

Person Specification			
Job Title:	Finance Assistant		
Directorate:	Children, Learning and Young People	Post Number:	1006508
Service:	Services for Schools	Grade:	4
Location:	Willenhall Community Primary School		

Knowledge	<ul style="list-style-type: none"> • A sound understanding of administrative procedure, practices and equipment • Must have a working knowledge of school management information systems (MIS) and finance systems (e.g. Bromcom, SIMS, FMS) • Windows based software e.g. Word Processing, Excel, Outlook etc. • GDPR principles
Skills and Abilities	<ul style="list-style-type: none"> • Prioritise and organise workload to meet deadlines • Supportive member of a team • Maintain and update manual and computerised records and filing systems relating to pupils, finance, dinner money and other school matters using appropriate software • Communicate, and enjoy working with, children in a sensitive and caring manner within a multicultural setting. • Communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate • Draft letters and compose replies and produce statistics and reports as required • Maintain financial accounts relating to unofficial school funds, and prepare paper records for audit purposes • Record and present information in a neat and legible way • Record and monitor expenditure accurately • Stay calm and professional with difficult visitors and follow agreed guidelines for such situations • Operate office equipment ensuring daily maintenance and dealing with any breakdowns • Place authorized orders, process deliveries and invoices and ensure accurate recording and timely payment • Recognise and importance of security and confidentiality in a school setting • Able to accurately follow school policies and procedures
Experience	<ul style="list-style-type: none"> • Proven clerical background within a school environment • Proven background with schools' management information systems e.g. Bromcom, SIMS, FMS) • Proven experience of maintaining financial accounts and cash handling • General administrative experience using Windows software to include Microsoft Word and Excel. • Conversant with using emails and Microsoft Outlook / Office 365
Qualifications / Educational	<ul style="list-style-type: none"> • Good Literacy and Numeracy skills to at least GCSE A-C grades or equivalent • Commitment to continuing professional development (NVQ Level 3 in Business and Administration, or working towards such a qualification is desirable)

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