

JOB DESCRIPTION

Job Title:	Finance Assistant	Salary: Grade 3 (pro rata to hours/weeks worked)
Location:	Whitley Academy	Hours of work: 37 per week TTO plus 3 weeks (consideration given to part-time hours)

Job Purpose

The purpose of the role will be to provide a professional and high-quality finance service for the school, supporting the Operations Manager as necessary to ensure that financial and administrative procedures are carried out in a timely and accurate manner.

Duties and Responsibilities

- Monitor income maintaining appropriate computerised records and financial accounts in accordance with School's procedures including in particular satisfactory records of all monies received, preparing returns, answering queries and providing information and advice as required
- Provide appropriate financial information/advice to budget holders regarding enquires and requests for information.
- Assist in the maintenance, control and monitoring of all monies in the school in particular, petty cash, per capita, and travel allowances, including processing claims reconciling cash and receipts, and balancing cash in accordance with Academy prescribed financial procedures.
- Monitor the ordering of goods, ensuring adequate funding is available, code requisitions, record commitment details, reconcile receipt of goods with delivery notes, verify and code invoices, pass for payment.
- Institute and control systems for receiving and recording income and correcting any miscoded items and completing returns.
- Ensure that all procedures relating to all other debtors' accounts are followed to ensure payment is made on time.
- Provide cover in respect of telephone and reception duties during lunch breaks and staff absences, dealing with enquiries, taking messages, making appointments and filtering calls as appropriate.
- Support with the processing of purchase invoices & expenses including scanning of backing documentation into finance software for audit purposes
- Take responsibility for communicating with internal customers and external suppliers, including written and verbal communication
- Assist with Sales Ledger including raising of invoices
- Assist in ensuring value for money



Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

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

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

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.