

SHEVINGTON HIGH SCHOOL



FINANCE ASSISTANT

JOB DESCRIPTION

Job purpose:	Under the direction of the School Business Manager and Assistant School Business Manager provide administrative and financial support to the school operations. To support the delivery of an efficient and effective financial management function within the school		
Reporting to:	Business Manager/Assistant Business Manager/Finance Officer		
Liaising with:	SLT and Teaching & Support staff within the school, businesses, Wigan Council, parents and carers and Governors		
Grade of post:	G4	Gauge ref:	A23226
Disclosure level:	Enhanced		

Job Outline

- To undertake, to a high standard of accuracy, a range of complex and confidential financial/accounting processes. Using a range of ICT software including SIMS and excel.
- To assist in the monitoring of the school budget, and to accurately record financial activity against approved allocations
- To maintain and update manual and computer records/returns for a range of on the FMS financial information systems including processing orders and invoices, income, petty cash, on line payments, school fund accounts, preparing statements for budgets, etc.
- To manage, input and extract data/ information to produce relevant reports as requested.
- To administer and reconcile school fund (private funds) both manually and on line, including reconciliation with relevant bank account.
- To assist in the collection and banking of monies and reconcile bank accounts as required.
- To assist with the arrangements for school trips, award events, CPD, refreshments and rooming arrangements as appropriate, under the guidance of the ASBM.
- To respond to enquiries from staff, pupils and parents.
- To assist with the arrangements for school lettings and other uses of the school premises if appropriate.
- To order goods and services, including the obtaining of quotes, and to ensure best value.
- To manage and coordinate the petty cash systems.
- To carry out ad hoc reception duties, answering telephone and face to face enquiries including signing in visitors if required.
- To manage and distribute emails as required.
- To undertake work for other members of school office staff as appropriate, under the direction of the ASBM.
- To support with whole school events as required.
- To assist in the recording and reconciling of pupil premium records.
- To comply Data Protection and GDPR legislation.

Job Outline

- Additional hours may be required.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

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PERSONAL SPECIFICATION

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using various IT packages i.e. Word/Excel/Access	E		A, I, T
Experience of undertaking a range of administration tasks	E		A, I, R
Experience of general financial procedures	E		A, I, T
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
2 X GCSE's in English & Maths or equivalent level of qualification	E		A, I
NVQ level 3 in Business Administration or relevant equivalent qualification		D	A, I
Willingness to obtain basic first aid certificate		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of office procedures	E		A, I
Understanding of a range or general financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children	E		A, I
Ability to use initiative to respond to and resolve problems	E		A, I
Ability to prioritise own tasks		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I