



# SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE



## Job Description

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| <b>Job Title:</b>  | <b>Finance Assistant</b>                       | <b>Salary (range where applicable)</b> |
| <b>Reports to:</b> | <b>Finance Officer/School Business Manager</b> | <b>Directly Line Manages:</b>          |

**Overall Purpose** Under the direction of the School Business Manager provide an effective and efficient financial support service in accordance with Academy Financial Regulations.

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### Key Responsibilities and Objectives:      Key Elements:

**To be responsible for ordering and invoicing and to maintain controls checking authorisation for expenditure.**

**This will involve:**

- Placing purchase orders via the SIMS Finance Module (FMS), ensuring that official orders are raised for all works, supplies, goods and services
- Ensuring best value for money is achieved meaning obtaining what is required in the correct quantity, quality, timescale and price
- Checking statements and liaising with suppliers and dealing with order/delivery queries
- Processing invoices with regard to goods and services received by the academy and distributing these for authorisation
- Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors
- To raise and process invoices for school lettings and any other invoiced income
- To deal with any queries raised by parents regarding financial transactions related to their child's trip or music payments or other payable items
- Set up new trips and other payable items on our online payment system. Managing income derived from on-line payments, including incorporating sales into trip analysis reports and journal transactions to ensure the funds are credited to the bank account and trip accounts accordingly
- To assist in processing all petty cash transactions including petty cash reconciliation. Adhering to petty cash procedures and the school's financial regulations in respect of amounts paid via cash and/or BACS (or cheque)

**To undertake general finance duties.**

**This will involve:**

- Providing an efficient support service to all budget holders
- Maintaining accurate and complete records of all income and expenditure within the School Budget and School Fund
- Raising cheques and BACS transfers for payments to suppliers, ensuring that all payments are properly authorised and approved
- To assist in the day to day accounting procedures and recording of all financial transactions accurately on FMS
- Accurately accounting for all income and monitoring and maintaining our online payment system
- Maintaining photocopying records and accounts and recharging to departments
- Ensuring that separation of duties and authorising procedures are followed
- Banking as necessary
- To undertake any finance related task
- Undertaking any other duties as may be required that are necessary for the effective function of the school

## Key Accountabilities and Result Areas: Key Elements:

### Generic Duties and Responsibilities

#### This will involve:

#### Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.

#### Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

#### Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

#### Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

#### Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

#### Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, pupils, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

#### Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

#### Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (Principal's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, pupils and members of the public with respect.

# Person Specification

**Job Title:**

**Finance Assistant**

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**Essential knowledge:**

- A good understanding of the financial functions and duties of Academies
- A good understanding of and commitment to equal opportunities policies
- The ability to use information technology to a good standard.

**Essential skills and abilities:**

- The ability to undertake a wide range of financial and administrative tasks.
- The ability to adapt to both varying tasks and those of a routine nature.
- The ability to absorb information readily and speedily and work under pressure.
- The ability to respond effectively to staff, outside agencies, suppliers and the general public at all levels, both in person and over the telephone.
- A good understanding of the need for confidentiality and secure financial systems.
- Proven literacy, numeracy and communication skills.

**Essential experience:**

- Be able to demonstrate experience of providing effective financial support.
  - Experience of using and developing financial systems and procedures.
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**Desirable Knowledge:**

- Experience of SIMS Finance Module (FMS).
- Experience of working in a finance capacity.

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- Experience of working in a finance capacity.
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**Special conditions:**

- Willingness to undertake further training as required for example for the software used by the school finance system.
  - The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
  - All posts at Shirley High School are subject to an Enhanced Disclosure and Barring Service Check (previously CRB).
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I the undersigned confirm that I agree and understand the duties in this job description:

Name Print: \_\_\_\_\_

Name Sign: \_\_\_\_\_

Date: \_\_\_\_\_