

Job Description

<p>START DATE REVIEW DATE</p> <p>TITLE</p> <p>JOB PURPOSE</p>	<p>January 2020 August 2020</p> <p>Finance Assistant (Scale 5) Hours: 9.00 am to 1.00 pm - 20 hours per week. Monday – Friday (40 weeks)</p> <p>Tetherdown Primary School is a two form entry school for children aged 4-11. The job holder will:</p> <ul style="list-style-type: none"> • Work under the guidance of senior staff to undertake financial activities including purchasing processes, debt control and asset management. • Undertake general administrative support in order to contribute to the efficient and effective organisation of the school office <p>This job profile recognises the requirements of Haringey’s Pay and Conditions Guidance and reflects the vision, aims and policies established by the governors of the school.</p> <p>We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child’s welfare is our paramount concern.</p>
<p>KEY Accountabilities:</p> <p>A. Strategic Direction and Development</p> <p>B. Finance</p> <p>C. Asset Management</p> <p>D. Leading and Managing Others</p> <p>E. Teaching and Learning</p> <p>ACCOUNTABLE TO:</p>	<p>A To assist in the evaluation and review of policies, procedures and strategies, regarding effective management of financial and personnel information with a view to promoting continuous improvement in quality across the school.</p> <p>B Undertake a range of financial activities including purchasing processes in all areas of orders and payments, financial monitoring and producing reports to support the work of the School Business Manager. Follow a co-ordinated approach to managing debtors and creditors.</p> <p>C Maintain the inventory management system, recording assets and carrying out regular inventory checks.</p> <p>D Co-ordinate the successful induction of volunteer placements across the school following agreed safer recruitment guidelines. Liaise with key staff and stakeholders to handle debt control.</p> <p>Contribute to pupils’ well-being to ensure school meal management is effective and efficient.</p> <p>The School Business Manager (Appraisal and day-to-day reporting)</p>

KEY Tasks:

A. Strategic Direction and Development

- To encourage positive relationships with pupils, staff, parents, governors, relevant agencies and the community to secure support for the school and its aims.
- To contribute to strategic planning and the review of the School Development Plan including the school's aims, policies and procedures.
- To contribute to the annual programme of school self-evaluation and participate fully in the annual appraisal cycle.
- To be aware of and support difference and ensure equal opportunities for all.
- To keep abreast of changes in policy or procedure in relation to financial and personnel related activities.
- Where appropriate work collaboratively to support other colleagues.

B. Finance

- To undertake a range of financial administration procedures, maintaining files/records as necessary and undertaking all administrative tasks related to the duties of this post.
- To be responsible for managing the administrative/office budget; auditing, ordering and reviewing purchases.
- To prepare and place orders for staff with nominated suppliers.
- To produce financial reports/information/data as required and in accordance with agreed deadlines.
- To liaise as required with suppliers in order to resolve queries and issues, including both telephone and written communications.
- To scrupulously check invoice details against authorised approvals and prepare payment in accordance with official LA procedures, taking every precaution to avoid duplication of payment.
- To ensure invoices and childcare vouchers for extracurricular activities are processed correctly and in accordance with agreed protocols.
- To ensure that payments and queries are processed in a timely manner.
- To manage the financial aspects of collecting monies, for example, school meals, school visits, visiting workshops, lettings, Breakfast and After School Club using IT systems as appropriate.
- To deal with initial queries and issues with appropriate stakeholders.

C. Asset Management

- To maintain the inventory management system and report to the SBM.
- To record the acquisition and disposal of assets within agreed timeframes.
- To monitor loans of equipment to staff, for example, laptops, iPads.
- To ensure inventory checks are carried out at least once a year of items required to be included in the asset register against the actual asset register.

D. Leading and managing others

- Liaise with all stakeholders to maintain financial aspects of debt management.
- Handle and support administrative procedures and contribute to communications between team members across the school, for example, to ensure volunteers are suitably inducted and efficiently placed.
- Contribute to ensure high standards of safeguarding are maintained at all times and prevent disclosure of confidential and sensitive information.

E. Teaching and Learning

- To enable families to feel supported through a judicious approach to the financial management of school activities, having regard for children who may benefit from Pupil Premium funding and liaising with teachers and parents/carers as appropriate.

To carry out any other tasks synonymous to the role and which may be reasonably requested by the Headteacher.

Signed: Date:

Person Specification

Title: Finance Assistant (Scale 5)

The person specification shows the abilities and skill you will need in order to carry out the duties in the job profile. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows you could meet these requirements when you fill in the application form.** If you are selected for interview you may also be asked to undertake practical activities to cover the skills and abilities shown below:

Qualifications		Essential (E)/ Desirable (D)
1	NVQ3/GCSE or equivalent qualification / experience in relevant discipline	E
2	excellent numeracy/literacy skills	E
Experience		
3	experience of development, management and operation of financial management procedures and systems	E
4	general clerical/administrative work	
5	experience of working collaboratively as part a team	D
6	experience of sophisticated organisational strategies, for self and others	D
7	a customer orientated mind-set	E
Knowledge & skills		
8	excellent communication skills with the ability to relate well to children and adults	E
9	appropriate knowledge of first aid	D
10	use of relevant office equipment	E
11	excellent IT skills and an awareness of a variety of packages for effective financial management, including Word/Excel, Management Information Systems and other similar packages	E
12	knowledge of relevant policies/codes of practice and awareness of relevant legislation	E
13	that they are organised, forward thinking and able to work to deadlines with the ability to be flexible and supportive of others	E
14	the ability to work constructively as part of a team, understanding school roles and responsibilities and their own position within these	E
15	a "can do" approach with a commitment to problem solving	E
16	high expectations of self and others	E
17	the ability to think outside the box, adding value to their role as an administrative professional	E
18	an excellent track record of punctuality and attendance	E
Equal opportunities		
19	commitment to the implementation of the school's equal opportunities policy	E
Continuing Professional Development		
20	a willingness to undertake additional training/staff development as appropriate	E
21	a commitment to identifying own training and development needs and taking responsibility for professional development	D
22	the ability to reflect on own professional practice and engage with the advice and support of others	E