



WOODBIDGE HIGH SCHOOL

Post: Senior Finance Assistant

Job Description Date: Autumn Term 2021

Line Manager: School Business & Finance Manager/Finance Officer

Grade: LBR 6

Weekly Hours: 27 (term-time only)

Purpose:

To provide high-quality financial support to the School Finance & Business Manager, Finance Officer (part-time) and Finance Assistant (part-time), deputising for the Finance Officer during the post-holder's periods of absence from school.

Duties and Responsibilities:

1. To deputise for the Finance Officer each week, including possessing a full working knowledge of the school's financial monitoring accounts packages (presently *RM Finance* and *Schools' Cash Office*).
2. To supervise the daily duties of the Finance Assistant during the periods of absence of the Finance Officer.
3. To provide support in the management of all financial records and transactions relating to the school's bank accounts in accordance with set procedures.
4. To assist the Finance Officer in producing computerised cheque payments to suppliers (pending the proposed change to an electronic payment system).
5. To be responsible on a day-to-day basis for the school e-procurement (credit) card and online *Amazon* account, including maintaining strict financial controls, placing orders for departments and undertaking the monthly reconciliation of all payment transactions.
6. To assist the Finance Officer on a day-to-day basis with overseeing the school's entire purchase ordering system.
7. To provide relevant financial reports to the School Leadership Group and budget holders on a half termly basis.
8. To provide support to the Finance Officer in managing the school's robust systems of cash/cheque collection (presently *Schools Cash Office* and *RM Finance* software packages). Ensuring that all monies received are handled in accordance with the

school's set procedures in respect of capitation, lettings, curriculum visits, residential trips and non-uniform days. This list is indicative and not exhaustive.

9. To provide payment plans, in conjunction with trip leaders, for all new residential visits and to keep the school's trips' website up-to-date.
10. To ensure that all money is securely handled and maintained in accordance with the school's banking procedures. Depositing money at the school's bank in the absence of the Finance Officer.
11. To liaise with the contracted catering manager in the reconciliation of students' and staff canteen accounts, included those pupils who receive free-school meals.
12. To support the School Business & Finance Manager and Finance Officer in developing the school's annual lettings programme.
13. To monitor the school's finance e-mail in-box and respond to enquiries as necessary.
14. To oversee the termly recharging of internal reprographic costs.
15. To retain and keep up-to-date the equipment inventory list for the finance office.
16. To maintain the school mini-bus records, organise inspections/MOTS and road tax, oversee bookings by staff, and to arrange for staff driving assessment tests through the local authority.
17. To support the School Finance & Business Manager in liaising with external building contractors in respect of bought-in services.

Generic:

18. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
19. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
20. To invigilate school examinations as required.
21. To perform other such duties of a similar nature as from time to time may be required.

PERSON SPECIFICATION:

JOB TITLE: Senior Finance Assistant

-Essential (E) or Desirable (D) below

Experience:

- previous experience of working in a financial environment **(E)**
- previous experience of using financial ICT software **(E)**
- Experience of financial procedures / processes **(E)**
- Experience of using Schools Management systems **(E)**
- Experience of producing statistical information **(E)**
- previous experience of working in an educational environment **(D)**

Skill, Knowledge and Abilities:

- professional telephone manner **(E)**
- able to carry out set duties **(E)**
- appropriate ICT skills (Word, Excel, e-mail) **(E)**
- able to work using own initiative **(E)**
- an attention to detail **(E)**
- high level of personal drive and energy **(E)**
- receptive to new ideas and change **(E)**

Education and Qualifications:

- NVQ in relevant subject or equivalent level experience **(E)**
- a good standard of general education **(D)**

Personal Attributes:

- willing to integrate into a team **(E)**
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- a friendly, co-operative approach to parents, pupils and staff **(E)**
- willing to work flexibly in terms of job roles and responsibilities **(E)**
- promotes and gives a positive image of the school **(E)**

-Confirmed on 8th December 2021