



Job Description

Job title	Finance Assistant	Grade	LBR5
School	Valentines High School		
Reports to	School Finance and Business Manager		
Hours of work	1 FTE		
Main duties and responsibilities			
Main Purpose To work as an effective member of the Finance Department and provide an effective and efficient administrative financial support service to the Finance Department by performing essential day-to-day finance and administrative tasks, contributing to the efficient management of the school's financial operations and administration. The duties outlined below may vary, with the Line Manager adjusting responsibilities as needed. This job description sets out the duties of the post at the time it was drawn up. The Line Manager may vary the duties from time to time, without changing their general character or responsibility entailed. Responsibilities: Procurement: To be responsible for providing an effective finance service to the school. Duties include the following: <ul style="list-style-type: none">• Enter purchase orders on the finance system• To process orders, invoices, credit notes and internal charges.• Accurately process invoices and BACS and cheque payments, ensuring proper use of CFR codes.• To receive income directly into bank account and process to appropriate budgets.• To check and follow-up all outstanding orders.• To receive and checking goods on delivery.• To liaise with suppliers regarding queries on purchase and supply of goods.• To provide advice and guidance concerning budgetary expenditure to curriculum budget holders, answer queries and sending budget reports for their information.• To receive inset forms from staff and book courses.• Receive quarterly photocopy report and process internal charges to departments.• Regularly scrutinise purchase orders on the system, chasing any goods which are overdue.• Upload Goods Received Notes to the finance system• Ensure all financial information is filed correctly, both electronically and paper.• Support the School Business Manager as required.• Process petty cash claims, ensuring paperwork is correct, reimbursing staff and submitting claims on the finance system.• Reconciliation of school bank accounts. Budget Management <ul style="list-style-type: none">• Monitor monthly cash flow in order to ensure that there are sufficient funds to meet expenditure.• To monitor and reconcile school bank account for capitation for the School Finance and Business Manager for approval and to provide other information or reports as required.• To be responsible for printing VAT returns and sending to the LEA and processing VAT reimbursements.• Capitation end of year procedures• To check petty cash transactions to ensure segregation of financial responsibility• Process End of month reports for Heads of Departments			



Administrative

- Act as a point of contact for parental queries, including Free School Meals and Dinner debts.
- Liaising with the Local Authority regarding Free School Meal applications and queries.
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- Process, input and extract data held on the school's database systems.
- Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, chequebooks.
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors, and the bank.
- Answer incoming and internal telephone calls, dealing with requests and enquiries.

Educational Visits Assistant

- Dedicated to supporting Education Visits Coordinator and teachers with trip-related administration.
- Ensure compliance with health and safety procedures, including risk assessments and emergency protocols.
- Ensure meeting takes place with the trip leader to ensure the handover of medical information, medication and first aid.
- Meet student reception to ensure medical information is correct, care plans and appropriate medical information is handed over to the trip leader.
- Collaborate with staff to ensure accurate medical, consent and emergency contact data.
- Communicate with parents to address queries, resolve concerns, provide updates, and ensure timely collections. Administer financial procedures through school systems, including Evolve and ParentPay.
- Support with organising transport, accommodation, and special requirements for students.
- Provides critical administrative support to teachers for planning and managing educational visits.
- Prepare trip documentation, including consent forms and itineraries, for teachers and parents.
- Act as a point of contact for parents as directed by the Education Visits Coordinator.

Other Responsibilities

- To attend training relevant to post held as the need or opportunity arises.
- To carry out all duties in a safe manner and in line with current school policies and procedures.
- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- To demonstrate a wish to work with children and young people and the ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- To perform, in accordance with any directions, which may reasonably be given to you by the school Finance and Business Manager or Headteacher and any such particular duties reasonably be assigned.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by.....

Date.....