

Job description

Job title	Finance Assistance
School	Ilford County High School
Reports to	Finance & HR Manager
Salary	LBR 4 7-10 (£25,900 – £27,200 actual salary, term-time only)
Hours	• 36 hours • 39 weeks (Term Time + Inset) • Hours 8.30-4.15 Mon -Thurs/ 8.30-4.00 Friday
Responsible for	NA
Purpose of job	
The Finance Assistant is responsible for providing efficient and accurate financial and administrative support to the school, ensuring compliance with financial regulations, policies, and school procedures. The postholder will assist with the processing of financial transactions, maintenance of financial records, reconciliation activities, and budget monitoring, contributing to the effective management of the school's finances and resources.	
Main duties and responsibilities	
• Process purchase orders, invoices, receipts, and payments using the school's finance system Arbor • Ensure invoices are accurately coded and authorised before payment. • Assist school staff in sourcing suitable products using 'best value' principles • Reconcile supplier statements and investigate discrepancies. • Maintain accurate financial records and filing systems. • Support the processing of income, including trips, lettings, catering, and other school activities. • Assist with monthly budget monitoring and reporting. • Obtain quotations where required and monitor outstanding orders. • Liaise with suppliers regarding deliveries, invoices, and payment queries. • Maintain accurate supplier details on Arbor • Assist budget holders by providing expenditure information. • Monitor commitments against budgets and report concerns to the Finance Manager. • Support year-end financial processes and audits. • Where appropriate, and in accordance with the credit card use policy, purchase goods using the school's purchasing card, entering the appropriate commitment onto Arbor • Investigate and resolve any creditor queries • Chase outstanding payments, reporting any issues to the Finance Manager • Reconcile the purchase card statements monthly • Set up new parent accounts and products & services on Parentpay • Undertake all general administration and housekeeping for the Parentpay system and act as point of contact for all parents and staff	

- Undertake the input of all income received via Parentpay & Paypoint into Arbor
- Chase debtors, reporting any issues Finance Manager School trips
- Manage the administration and payments for all school trips
- Ensure all school Trips are paid and balanced off at the end of each visit.
- Respond to finance-related enquiries from staff, parents, and suppliers.
- Produce correspondence, reports, and spreadsheets as required.
- Maintain confidentiality regarding financial and personnel matters.
- Assist with general administrative duties when required.
- Work in accordance with the school's financial regulations and policies.
- Assist in preparing documentation for internal and external auditors.
- Ensure compliance with GDPR and data protection requirements.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Finance Assistance	Grade	LBR 4
School	Ilford County High School		
• Good standard of education including GCSE English and Maths (Grade C/4 or above). • Experience of working in an administrative or finance environment. • Good numeracy skills and attention to detail. • Ability to use Microsoft Office applications, particularly Excel. • Good organisational skills and the ability to prioritise workload. • Ability to work accurately under pressure and meet deadlines. • Strong communication and interpersonal skills. • Commitment to maintaining confidentiality.			
Experience/Knowledge/Skills: • Experience of working in a school setting using SIMS/Arbor/Parentpay • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/codes of practice & awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles & responsibilities • Ability to identify own training & development needs & cooperate with means to address these • Statutory accounts preparation • Implementation of computerised finance systems and controls • Understanding the key issues facing schools • Sound accounting skills and management of computerised finance system (Essential) • High level of IT skills, particularly Excel • Able to communicate effectively with staff, parents, pupils and visitors to the school • Ability to effectively organise and prioritise competing priorities • Ability to manage the delegation of work effectively • Ability to influence across all levels of the organisation			
Other job requirements: • Enhanced DBS check. • Flexible in approach and attitude • Willing to undertake training			