# THE PALMER CATHOLIC ACADEMY

**Part of The Good Shepherd Catholic Trust**

## JOB DESCRIPTION

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**Post:** Finance Assistant

**Reporting to:** Finance Manager

**Hours:** 8.30am – 4:00pm, 14 hours a week (Thursday and Friday), term time only

**Salary**: LBR 5, point 12-15

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**Purpose**

To support the smooth running of accounts within the finance department and provide financial support to the Finance Manager and Head of Business Operations with the day-to-day running of the academy's finances.

You don't need to have worked in a school environment before but a passion for helping improve the education of our students through providing high-quality finance support is desirable.

**Purchase orders/Invoices/Accounts**

- To process all purchase orders ensuring the necessary paperwork and approval has been provided.
- Review outstanding purchase orders.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- To process invoices, income and journals.
- Process credit card transactions, direct debits, credit notes and other expenses including ensuring the purchase card log of transactions is kept up to date.
- Make purchase card departmental orders and liaise with department heads and premises staff to ensure goods have arrived.
- Maintain records of accounts ensuring paperwork is filed correctly.
- Check Bankline remittance reports for correct sort codes and account numbers.
- Issue and send manual printed cheques.
- To liaise with companies regarding financial compliancy.
- To maintain records of all transactions within all the academy's Accounts.
- To be responsible for carrying out department recharges.
- To liaise with the Reprographics department to ensure all accounts are charged correctly for photocopying services.

**Banking/Income**

- To be responsible for the safe keeping of all cash/cheques received to the finance office, ensuring all incomes (cash and cheques) are locked in the safe.
- Collection, checking, receipting of income.
- Updating the banking spreadsheet.

**Resources**

- To be responsible for maintaining the academy's asset register, including accounting for stock.

**Other Duties**

- To be responsible for checking the finance email account and responding to all queries including passing on relevant information to the finance manager.
- To ensure compliance with the Finance policy and procedures.
- To ensure the academy's remote finance drive is kept up to date.
- To assist in the archive all paperwork according to the academy's retention document.
- To carry out any other duties as may be required by the Finance Manager/Head of Business Operations.
- First aid responsibility in an emergency.

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the academy.

**This job description will be reviewed regularly and may be subject to modification and amendment.**

## PERSON SPECIFICATION

| | **Essential** | **Desirable** |
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| **Qualifications** | GCSE passes A* to C or equivalent in English and Maths. | |
| **Experience and abilities** | Experience working in a Finance/Administration department.<br>Ability to relate well with students and adults.<br>Ability to work in a team establishing effective working relationships and flexible working patterns.<br>Confident handling of enquiries by telephone, email and in person.<br>Ability to work flexibly to meet deadlines and respond to unplanned situations.<br>First aid trainied or willingness to train as a first aider.<br>High standard of accuracy/presentation with a good eye for detail.<br>Effective communicator, with strong interpersonal skills. | Experience of working in a school of similar establishment.<br>Experience of working with financial software and database packages. |
| **Skills** | Good working knowledge and level of competence in using Excel and Word | |