

JOB DESCRIPTION

Post Title: Finance Assistant		
Grade: Band 4	Service/Workplace: Cramlington Learning Village	
Responsible to: Finance Officer	Date: September 2011	Manager Lever:
Job Purpose: <ol style="list-style-type: none"> 1. Under the guidance of senior staff, be responsible for undertaking all aspects of financial processing, cash handling and maintenance of financial records in school, including procurement, accounts payable and receivable, budget monitoring and assisting in management accounts 2. Contribute to the effective and efficient running of the Finance Office 		
Resources	Staff	None
	Finance	Petty cash account, bank statements and school banking, monthly recharges, Cash & Stash system, to monitor delegated budgets
	Physical	Office equipment, accuracy and security of databases
	Clients	Internal (Teachers, other staff, Governors) and external (parents) and providing relevant advice and information to Northumberland County Council and Government agencies
Duties and key result areas: Organisation <ol style="list-style-type: none"> 1. Deal with complex financial matters and procedures 2. Contribute to the planning, development and organisation of support service systems/procedures/policies 3. Organise transport for school trips/training events 4. Collection, checking and receipt of monies from students and staff for school based activities 5. Compilation of spreadsheets, processing financial information 6. Production of adhoc reports 7. Advise Finance Officer of any discrepancies/problems 8. To assist Finance Officer with month and year end reports 9. Sourcing and ordering of goods for school staff, inputting purchase requisitions onto the finance system in line with School's Financial Regulations and liaising with suppliers on a regular basis, ensuring Best Value at all times 10. Arranging distribution of deliveries across the school of goods including collection when required locally 11. Responsible for payment of invoices liaising with various staff to ensure correct departmental recharges 12. processing of weekly cheque run ensuring authorisation by Senior Leadership Team 13. Assist with the administration of the School Fund account, cash handling and banking 14. Carry out monthly departmental recharges for ICT and reprographics Administration/Finance <ol style="list-style-type: none"> 1. Manage manual and computerised record and information systems e.g. SIMS, word processing and maintain filing system for all financial procedures 2. Correct allocation to budget cost centres within the Academy finance system 3. Checking of sufficient funds to designated budgets and that Financial Regulations have been met 4. Monthly checking and chasing of outstanding commitments 5. Assisting departments with ordering and providing financial advice 6. Opening, receipt and recording of all invoices/delivery notes 7. Distribution of invoices to appropriate members of staff for checking and payment authorisation 8. Dealing with suppliers queries 9. Receipting invoices into the Academy finance system and chasing any outstanding returns on a weekly basis 10. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder 		

11. analyse and evaluate information and produce reports and information as required
12. Undertake word processing and complex IT tasks e.g. handling specific Academy based record systems and databases
13. Provide personal, administrative and organisational support to other staff when appropriate
14. Responsible for reconciliation of petty cash account, income and bank statements providing information for monthly reports to Northumberland County Council
15. Reconciliation of School Credit Card
16. Reconciliation of income due for Peripatetic Music fees
17. Provide cover for administrative staff as and when required
18. Assist with uniform sales during school hours and during school holidays

Resources

1. Analysis and reconciliation of income received in school (cash and cheques) to be taken to the bank, reconciled and receipted by the bank in preparation for monthly financial reports
2. Responsible for the maintenance of Cash & Stash system ensuring replenishment of stock and monitoring of prizes awarded
3. Assist the Finance Officer in collating evidence data for the auditors of the Academy
4. Operate relevant equipment and complex ICT packages
5. Monitor and manage stationery stock within an agreed budget, cataloguing resources and undertaking audits as required
6. Implementation of a stock inventory of all school assets
7. Undertake research and provide information to inform decisions
8. Assist with the marketing and promotion of the school
9. Undertake complex financial administrative procedures
10. Assist with planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget e.g. staff uniforms, stationery
12. Correct allocation to budget cost centres within the Academy's finance system
13. Checking of sufficient funds to designated budgets and that Financial Regulations have been met
14. Monthly checking and chasing of outstanding commitments
15. Assisting departments with ordering and providing financial advice
16. Opening, receipt and recording of all invoices/delivery notes
17. Distribution of invoices to appropriate members of staff for checking and payment authorisation
18. Dealing with suppliers queries
19. Receipting invoices into the Academy's finance system and chasing any outstanding returns on a weekly basis
20. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder

Responsibility

1. Support the school's policies that ensure equality of opportunity
2. Contribute to the overall ethos of the school
3. Establish constructive relationships and communicate effectively with external agencies
4. Attend and participate in regular meetings
5. Participate in training and development as required

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	Own transport required to travel within and out of the County
Working patterns:	Normal work patterns, but need to work 'out of hours' where necessary
Working conditions:	Normally indoors