

JOB DESCRIPTION

School: Generic		Is this description a generic JD? Yes	
GRADE: G3		JEM Number: 01-169 Enhanced DBS Required? Yes No	
JOB TITLE: Finance Assistant			
REPORTS TO: Headteacher/Bursar (or other designated person)			
1.	PURPOSE OF JOB: To assist with the running of the school finances.		
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES		
i	Collecting and collating payroll information for input and production of monthly payroll and related reports.		
ii	Responsible for the operation and maintenance of non public funds. Paying in of monies and raising of cheques. Reconciliation of bank statements, analysis of variances within the funds and regular reporting as necessary.		
iii	Processing orders, invoices and payments through purchase ledger or cash book.		
iv	Assist with operation and maintenance of public funds including preparation of invoices and receipts where appropriate. Calculate and input additional costs to nominal ledger.		
v	Sort and distribute finance post as necessary. Maintain up to date filing system.		
vi	Producing spreadsheets and reports showing analysis of various costs and information as required.		
vii	Calculate various deductions and remit payments within scheduled deadlines. Completing annual payroll returns to outside agencies i.e. inland revenue.		
viii	Responsible for the Petty Cash account to record and reconcile all transactions.		
ix	To be responsible for paying in of monies for school public funds, raising cheques as required. To manage timely cash collection of all income into school bank accounts.		
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE		

4.	CREATIVITY AND INNOVATION The postholder works within defined policies, procedures and legislation governing the school allowing limited opportunity for innovation and creativity.
5.	CONTACTS AND RELATIONSHIPS Day to day contact with Line Manager and other employees at the school. Regular contact with outside agencies for example school's payroll provider
6.	DECISIONS
	a) Discretion The postholder works within policies and procedures providing little or no opportunity for decision making
	b) Consequences Impact would be on school/employee and issues would be quickly identified and easily remedied.
7.	RESOURCES The postholder has responsibility for some finance, petty cash. Equipment would include personal computer and calculator.
8.	WORK ENVIRONMENT
	a) Work Demands The work is subject to interruption but with no significant change to the overall programme of work.
	b) Physical Demands Normal physical effort associated with office work, there may be prolonged periods of sitting for example when working on a computer.
	c) Working Conditions Well lit and well ventilated general office environment.
	d) Work Context Contact with parents/carers, pupils, colleagues on matters which are routine and non contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
9.	KNOWLEDGE AND SKILLS No formal qualifications are required 6-12 months experience of working in a similar role Computer literate

	Desirable: 4 GCSE's Knowledge of spreadsheets Appropriate NVQ Level 2 or equivalent		
10.	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			
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