

Job description

Job Title:	Finance Assistant
Salary Scale:	SCP 17-21
Gross Salary:	£ 18,127 - £20,541 (FTE) £ 6,042 - £ 8,847 (actual salary)
Hours of Work:	14 hours per week (term time 38 weeks + 2 weeks)
Accountable To:	Governing Body
Reports To:	Business Manager

Job purpose

To be responsible for providing effective and efficient finance and administrative support for the school's finance, accounting and budgeting systems in accordance with the Lighthouse School Scheme of delegation and the Academies Financial Handbook.

As a key member of the Finance and Admin team this role will provide timely and accurate information and guidance to the Business Manager, the School's Executive Leadership Team and the Wider Leadership Team to enable all parties to fulfil their relevant responsibilities ensuring best practice and compliance in line with policy, legislation and regulatory requirements.

Main duties

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- Opening, dating and sorting the daily post to the Finance Team
- Raising purchase orders and processing invoice payments on the Civica accounting system.
- Ensuring all aspect of school meals accounting are kept up to date including but not limited to administration of free school meals entitlements, producing reports.
- Administering the ParentPay system.
- Managing all aspects of finance related school trip and visit administration, including keeping all systems accurate and up to date.
- Be responsible for the timely and accurate collection and allocation of income.
- Be responsible for day to day handling of cash and associated procedures including banking.
- Prepare parent/ carer communications in relation to finance matter.
- Ensure that correspondence, reports and other materials are produced to high standards of timeliness, accuracy and presentation.
- Use IT applications and databases effectively to deliver finance administration tasks.
- Assist with the administration of the school budget.

- Support the Business Manager with other finance related tasks including school budget management, petty cash, purchase orders, bank reconciliation, funding reconciliation, invoices and income collection.
- Reconcile the school credit cards and petty cash on a monthly basis.
- Liaise with suppliers and contractors regarding the delivery of goods and services including the receipt of orders, delivery of goods to departments, payment of invoices and effective management of invoice discrepancies or issues arising.
- Minute local meetings and meetings of the Governors Finance Committee, producing and circulating letters, reports and other documents as required.
- Maintain filing systems, ensuring best practice.
- Undertake work outside normal office hours, on occasions in order to meet the variable nature of workloads and deadlines and to support school events

Behaviour and Safety

- To be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- To be responsible for the Health and Safety of self and others
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following protocol/procedures

Team working and collaboration

- To participate in any relevant meetings/professional development opportunities as appropriate
- To work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- To support the effective running of the school by ensuring the policies and procedure are understood and followed
- To take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- To cover for absent colleagues as required

Professional development

- To regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues
- To be responsible for improving your practice through participating fully in training and development opportunities identified by the or as developed as an outcome of your appraisal
- To be given opportunity to participate in professional development by undertaking CPD qualifications as appropriate to the post holder

Other

- To have high regard for the ethos, policies and practices of Lighthouse School and maintain high standards in your own attendance and punctuality
- To perform any reasonable duties as requested by the Principal, Business Manager and Office Manager.

This job description is not exhaustive and it is expected that the post holder will undertake additional duties on occasion, within their capabilities. This document will be regularly reviewed and changes will be made in consultation with the post holder.

Signature of Post Holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	5 GCSE/ O levels grade C and above including English and Maths	AAT or other comparable accounting qualification Typing qualification
Experience	<p>Computer literate and competent in using Microsoft Office Suite, particularly Excel, email and internet</p> <p>Experience of computerised financial management systems</p> <p>Experience of working in a finance capacity in a busy office environment</p> <p>Experience in bookkeeping, preparing financial returns and reports.</p> <p>Experience of handling and banking cash and other payments.</p>	<p>Experience of working with Civica</p> <p>Experience of working in a school office</p> <p>Experience of working with ParentPay or other similar systems</p> <p>Experience of working with MIS systems</p>
Knowledge	<p>Knowledge of general office procedures and practice</p> <p>Understanding of Data Protection requirements and how the GDPR principles apply to the school environment</p> <p>A good understanding of, and commitment to, Safeguarding, health and safety, data protection and equal opportunities</p>	An understanding of Autistic Spectrum Condition

<p>Skills</p>	<p>Ability to communicate effectively with pupils, parents/carers and other stakeholders</p> <p>Professional telephone manner. Smart appearance.</p> <p>Excellent organisational and interpersonal skills</p> <p>Ability to work accurately under pressure and in confidence</p> <p>Competent at minute taking</p>	<p>Training in minute taking</p>
<p>Attitude</p>	<p>Good team member</p> <p>Hardworking</p> <p>Flexible approach and self-motivated with the ability to work on own initiative as well as part of a wider team.</p> <p>Confidential, reliable and trustworthy</p>	<p>Ability to work flexibly to meet the needs of the service</p>

<p>Closing date for applications:</p>	
<p>Contact:</p>	