

## Job Description – Finance Assistant

Responsible To: Finance Manager

Salary: Scale 4, Point 7-11 £20,092- £21,748 FTE

Hours: 20 hours per week, term time plus 2 weeks (negotiable)

### Purpose of Job:

- Ensure an extremely efficient, administrative and financial support service within the school.
- Support the Finance Officer to ensure the College financial processes are robust and followed at all times.
- Accurately process transactions for the College from initial order to payment
- Follow systems and processes to keep accurate records of the College finances
- Assist in the establishment of good relationships with staff, families, governors and external agencies in order to promote the Trust/College's positive ethos and aims.

### Main Responsibilities:

- Operate Sage 200 System which will include ordering, issuing invoices/credit notes, processing invoices, payments and income.
- Issue receipts to parents and others for money (upon request) received in school.
- Perform monthly bank reconciliation
- Attend all relevant Finance Training courses
- Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.
- To process cashless catering transactions, including daily input, reports for the catering service and weekly reconciliation
- Manage Wise Pay/Parent Pay including trips etc
- Manage petty cash within the parameters of financial procedures.
- Assist with the preparation of orders, receiving and checking deliveries and payment of invoices for debtors and creditors.
- To assist with the preparation of cash for banking
- To assist with the day to day duties of the finance office.

### Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post-holder is required to support and participate in the school's fire evacuation procedures.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post-holder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.
- All staff participate in the school's performance management scheme.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.