

Job Description



Post Title	Finance Assistant
Reporting to	Finance Lead
Job Purpose	
<ul style="list-style-type: none">To carry out a number of duties within the Finance department to ensure smooth running of the department while always ensuring full adherence to financial policies and procedures.	
Duties & Responsibilities	
<ul style="list-style-type: none">Processing purchase orders for goods and services as required by the school.Issuing purchase orders to suppliers in accordance with the Trust Procurement and Purchasing Policy.Monthly monitoring of outstanding commitmentsEnsuring that all transactions are signed off by the correct budget holderProcessing of invoices for payment to suppliersEnsure invoices are matched to orders and delivery was satisfactoryEntering of invoice details onto finance system (Sage) in readiness for payment, including invoices paid by direct debitDealing with general queries with internal and external contacts, including reconciliation of supplier statements and disputed invoicesEnsuring that all transactions are signed off by the correct budget holdersEnsure income received by school is entered onto income ledgerEnsure transactions via online systems are transacted on the Finance SystemRecord and monitor income and expense for trips, revision guides and other items available on ParentPayProcessing of petty cash, reward vouchers and charity transactionsProcessing and monthly reconciliation of school credit cards and checking that school procedures are adhered toBanking preparation and ensuring monies are ready for collection by G4SUndertake monthly reconciliations of petty cash, reward vouchers, charities and ParentPayPrepare monthly departmental rechargesHaving an overall awareness of the need to match spending to budget, ensuring that all records are kept up to dateTo help and assist with the filing and retrieval of documents relating to the day to day running of the Finance departmentMaintenance of spreadsheets as directed by the Finance lead	
Other Duties	
<ul style="list-style-type: none">To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, encourage, and support staff in their development and training.To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.	

Job Description



- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.

Notes

- All staff are responsible for promoting and safeguarding the safety and welfare of children and young adults.
- The Trust reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility.