



FORGE SECONDARY SHORT STAY SCHOOL JOB DESCRIPTION

Job Title	FINANCE AND ADMINISTRATIVE ASSISTANT
Grade	Scale 3
Working Hours	15 hours per week term time plus 5 TED days .
Purpose of role	<ul style="list-style-type: none"> • To assist with the robust management and control of the school’s financial resources in line with financial policies and statutory requirements • To assist with the accurate handling and security of cash, cheques and other assets of the school • To assist in the preparation of payments • To process invoices and purchase orders in accordance withg the school’s finance policy • Administor the schools procurement and fuel cards
Reporting to	Head Teacher and Office Manager
Main (core) Responsibilities, Tasks and Duties	<ul style="list-style-type: none"> • To ensure purchase orders for good, supplies and services are raised. • To ensure invoices are processed to ensure timely payment to suppliers. • To ensure all payments are properly authorised and approved. • To assist with the administration of the school’s imprest system, including the security of cash and cheques. • To raise debtor invoices and ensure robust credit control processes are in place and followed. • To assist with contracts and payments relating to School commissioning, lettings of school facilities and other income generating activities. • To assist in the maintaince of all data records relating to income and expenditure. • To assist in the accurate management and account for all income, including cash payments. • To assist in the reconciliation of all school bank accounts and general ledger accounts. • To maintain records relating to Free School Meals and issue recharges where necessary. • To assist with period end reconciliation and reporting processes. • To assist with the maintainance and updating the School Finance policy and Charging policy. • To accurately produce reports to Head teacher and Governors as requested.

	<ul style="list-style-type: none"> • To maintain personal and professional development to meet the changing demands of the role and to participate in appropriate training as required. • To undertake health and safety duties commensurate with the role and/or as detailed in the School's Health and Safety Policy. • To undertake any other duties as reasonably requested by the School Senior Leadership Team. • To assist in identifying the need for, select and manage the ordering of supplies, services and equipment ensuring expenditure remains within budget and all purchases are value for money. • Liaise directly with the LA regarding queries on income and expenditure. • To deal with the administration of the Schools procurement card and fuel cards. • To work with the Attendance Officer to produce weekly attendance data. • To assist the Office Manager with administrative tasks and provide cover for the reception area when required.
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Person Specification

Qualifications, Experience & Skills required	Essential	Desired
Experience	<ul style="list-style-type: none"> • Experience of providing excellent financial and administrative services and assisting with the management and control of financial resources • Experience of School accounting systems or similar • Experience of cash handling and account reconciliation • Experience of working with specialist financial management systems and IT packages • Understanding of school roles and responsibilities and own position within these. 	<ul style="list-style-type: none"> • Knowledge of statutory financial returns. • Knowledge of Mercury HR / Finance • Full working knowledge of policies/codes of practice/legislation relating to the management of school financial resources • Working knowledge of school finance protocols including reporting to Governors
Skills	<ul style="list-style-type: none"> • Excellent IT skills • Excellent numeracy/literacy skills • Ability to focus on detail and accuracy when entering and reconciling data and compiling reports • Excellent open, honest and direct communication skills, including the ability to train other staff on HR and Finance systems • Excellent organisational and planning skills, including the ability to be flexible in order to achieve objectives • Ability to work to strict deadlines • Ability to relate well to children and adults • Ability to form good working relationships with colleagues and 	<ul style="list-style-type: none"> • Ability to influence others through persuasion and discussion.

	<p>stakeholders and work constructively as part of a team</p> <ul style="list-style-type: none">• Ability to work to professional standards, think independently, creatively and make sound judgments• Enthusiastic, innovative and forward-looking. Ability to “think on their feet” and make effective decisions, particularly when dealing with complex and contentious issues• Ability to influence others through persuasion and discussion• Ability to offer solutions and guidance to more complex issues around finance, income and more complex finance issues.	
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