



# Stepney All Saints School

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Headteacher: Mr P Woods

## Finance Assistant Job Description

Role title	Finance Assistant
Purpose of role	To provide general finance administrative support to facilitate the efficient and effective use of the school's budget
Working hours	15 hours per week for 39 weeks per year (term-time only position)
Line Manager	Finance Manager
Grade of Post	Scale 3 (5-6 points)

### Key Duties:

- To place and process orders and invoices on the school's accounting system
- To check incoming stock deliveries and arrange for distribution and storage
- To arrange payment of invoices for stocks, including checking supplier statements
- To maintain accurate supplier records
- To use of the school's accounting system within guidelines
- To liaise with budget holders
- To monitor stock items e.g. uniform, stationery and maintain the inventory
- To maintain Parent Pay and the cashless catering system
- To support the finance and administration team as needed including checking email
- To provide general administrative support as required

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

### Person Specification

CRITERIA	Essential/ desirable			Assessed by application/ interview process	
	E	D		A	I
<b>QUALIFICATIONS</b>					
University Bachelors/ Master's degree		•		•	
Educated to GCSE standard or equivalent	•			•	
Relevant Finance qualifications		•		•	
<b>KEY SKILLS AND EXPERIENCE</b>					
At least 2 years of experience in Finance/ Accounts related position.	•			•	•
Familiarity with a Secondary school environment and structure.		•		•	•
Experience of computerised financial systems.		•		•	•
Experience on RM Finance software.		•		•	
Competent using Microsoft Word, Excel and databases.	•			•	•
<b>QUALITIES AND KNOWLEDGE</b>					
Good communication skills with people at all levels, including students.	•			•	•
Good organisation skills.	•			•	•
Able to work as part of a team.	•			•	•
Ability to manage own work load and prioritise tasks	•			•	•
Good numeracy and literacy skills.	•			•	•
High level of attention to detail and accuracy.	•			•	•
Willingness to participate in development and training opportunities.	•			•	•