

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Finance Assistant

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Directorate: Rushmore Primary School

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Reporting to: School Business Manager

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Grade: Scale 5

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## Job description

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Purpose of the post:

- To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the SBM in all financial and administrative functions.

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Main duties and responsibilities:

- Administer the school budget on the school's local management system. Undertake regular reconciliation of FMS, School Cash Office and financial processes and accounts.
- Monitor expenditure, investigate late/missing payments and process invoices for payment.
- Bank all school income including school fund. Ensure all income is accurately accounted for and receipts given for cash.
- Administer the petty cash account.
- Complete BACs & cheque runs distribute supplies.
- Maintain records for audit and prepare for audit visits.
- Administer the school fund and all related financial records.
- Process reimbursements.
- Monitor and invoice all lettings of premises.
- Support the SBM in the preparation of budgets and journals for monthly reconciliation.
- Carry out the above duties in accordance with the Education Department's equal opportunities policy.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Finance Assistant
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## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. A recognised qualification in financial management or equivalent.	✓	
<b>Experience</b>		
2. Some experience of budget monitoring and account reconciliation.	✓	
3. Experience of producing standard financial reports.	✓	
4. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓	
<b>Knowledge</b>		
5. A basic knowledge of the financial workings of a school.	✓	
6. Some knowledge of budget management and accounting techniques.	✓	
7. Knowledge of, or willingness to learn, a range of computer applications including financial management systems.	✓	
<b>Skills</b>		
8. Ability to work in an organised and methodical manner.	✓	
9. Ability to maintain efficient record keeping systems.	✓	
10. Ability to assist with the production of accurate records and reports as required.	✓	
11. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
12. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
13. Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	