

Job Description

Job Title:	Finance Assistant
Responsible to:	Director of Finance Finance Manager
Responsible for:	Assisting in the operation of the Finance Department

Objective of the post:

To support and assist the Director of Finance and Finance Manager in providing a comprehensive finance service to the whole school, alongside maintaining good financial control. The Finance Assistant will ensure the efficient day-to-day operation of the purchasing and ordering systems. The Finance Assistant will also be responsible for the monitoring of trip income and expenditure as well as other accounting assistance that may be required.

Key responsibilities:

1. To process orders placed by members of staff, assisting in obtaining the best prices for school purchases
2. Ensuring all orders placed are correctly authorised and within budget limits
3. Entering purchase ledger invoices on to the accounts system and chasing the authorisation from department heads
4. Reconciliation of all invoices to orders placed
5. Reconciliation of supplier statements of account
6. Processing and payment of staff expense claim forms by BACS, ensuring all have been correctly authorised and coded
7. Processing cash and cheques for school events and trips on to accounts systems
8. Monitoring of trip income via Tucasi online payment system
9. Assisting the Finance Manager in chasing trip debts
10. Preparation and processing of all trip expenditure
11. Keeping accounting records and maintaining audit trail
12. Carry out other associated duties as are reasonably assigned by the Headmistress or other appropriate senior member of staff

The post holder may also be required to perform any other duties as may be reasonably required as far as relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.