

Whickham School and Sports College



JOB DESCRIPTION

POST: Finance & Administration Assistant

GRADE: D SCP 15 – 17 £17,972 - £18,672 pro rata to Term time plus 5 days actual salary £15,696 - £16,307

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

Purpose of the post and main scope of responsibility:

- To be an active member of the finance and administrative function of the school.
- To have responsibility for the day-to-day financial transactional processing ensuring that school resources are processed in line with the Academy Financial Standards.
- To provide effective support with a variety of daily administration tasks for the school.

Responsible to: Deputy Finance Manager

Hours of Work: 37 hours per week, Term time plus 5 days

- Process day-to-day financial transactions; including orders, deliveries, invoices, cash handling and banking, BACS preparation and journal entries.
- Create and update spreadsheets and daily transaction reports using various financial and administrative systems.
- Maintain financial records and prepare financial reports as and when required.
- Assist with payroll processes; including timesheet data entry tasks.
- Be responsible for cash banking and associated reconciliations.
- Manage cashless payment system and produce relevant reports to assist with pupil trips, events and visits, etc.

- Organise, maintain and record stocks for pupil purchases.
- Update the fixed asset register and support with year-end processes.
- Work flexibly within the wider Finance and Administration team.
- Support with general administrative tasks, using various administrative software systems.
- Take minutes at meetings and circulate in a timely manner.

MAIN DUTIES

- To support with the day-to-day financial transactional processes for the school under the direction of the deputy finance manager.
- Be an active member of the finance and administration team and to be able to multi task and support across the wider team as and when priorities arise.

OTHER DUTIES

- To have knowledge of all systems used in the Finance & Administration Office
- To answer telephone calls and deal with any queries that come into the office.
- To cover Reception if and when required.
- To cover general administration duties as and when required
- Support pupils during examination seasons with (invigilation, reader or scribe) duties

PERSONAL SKILLS

- Flexibility and ability to work under pressure to maintain deadlines.
- Ability to communicate well at all levels

KNOWLEDGE/ EXPERIENCE/ QUALIFICATIONS

- Proficient in using Microsoft Office (Word and Excel)
- Demonstrable experience of working in a financial or accounting environment
- Grade C or above in both Maths and English at GCSE (or equivalent)

STAFF DEVELOPMENT

- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required

GENERAL

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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