

## Job Description

### Finance Assistant

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**Post:** Finance Assistant  
**Line Manager:** Finance Officer

#### **Job Purpose**

To provide effective and efficient finance and administration support to the Finance Team, completing a range of routine tasks to meet operational service requirements. To be responsible for key duties in relation to finance, health and safety and compliance administration.

#### **Main Areas of Responsibility**

- Ensure supplier invoices and credit notes are processed efficiently, ensuring the appropriate authorisation, following the Academy's scheme of delegation
- Maintaining accurate and up to date computerised records in respect of school finances
- Deal with a range of financial enquires from internal and external customers, including, suppliers, staff and students in a professional manner, establishing their requirements and adapting the standard of responses accordingly
- Processing of purchase orders, checking of deliveries and assisting with returns
- Process internal and external lettings enquiries/bookings
- Be proficient in the use of the ParentPay 'on line' payment system (training will be given)
- Raise invoices for services provided
- Ensure appropriate reports are distributed to relevant budget holders
- Assisting with month end procedures
- To keep up to date with financial regulations and related policies and advise appropriate staff accordingly
- To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated
- To book servicing contractors and maintain up to date servicing records in relation to health and safety and compliance
- To coordinate the annual completion of pecuniary interest forms for budget holders and staff
- To ensure confidentiality at all times

- To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the role. To cover for absent colleagues, as appropriately required.

**Supporting processes:**

- Contributing to the overall ethos/work/aims of the Academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required

**All Kings of Wessex Academy staff are expected to:**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Carry out any other duties as reasonably requested by the Business Manager
- The Kings of Wessex Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures

**Signed (employee)** .....

**Print Name** .....

**Date** .....

**Signed Head Teacher** .....

**Print Name** .....

**Date** .....

