



# WADDES DON

## CHURCH OF ENGLAND SCHOOL

### FINANCE ASSISTANT – 12 MONTH CONTRACT/SECONDMENT

#### JOB DESCRIPTION

<b>Reporting to:</b>	Business Manager
<b>Grade:</b>	Bucks Pay Scale 3 (37 hours p.w., Term Time 39 weeks only) - some flexibility can be offered on request, e.g. reduced/increased hours/days/weeks
<b>Role Objectives:</b>	<ul style="list-style-type: none"> <li>• To assist with the financial administration of the school finances, in particular orders, goods received and stock control</li> <li>• Daily administration of the non-public funds including Waddesdon School Shop, and Parent Pay events</li> <li>• Financial and administrative support for school visits</li> <li>• Ensuring compliance with travel regulations and procedures</li> </ul>
<b>Prescribed Duties:</b>	<p><b>Main Responsibilities</b></p> <p><b><u>Procurement:</u></b></p> <p><b>Orders / Stock</b></p> <ul style="list-style-type: none"> <li>• Assist in ensuring the school applies best practices and highest standards of financial management, including ensuring that principles of Best Value are consistently applied and the finances are managed to maximise efficiency</li> <li>• Ensure that the financial procedures of the school are adhered to and applied to all aspects of the financial management system</li> <li>• Processing orders, invoices and payments. In accordance with financial regulations, ensure that orders are generated promptly once approved by the Business Manager, all goods received are checked and recorded, discrepancies/damage are reported promptly, invoices are reconciled to the order, and necessary price checks are made prior to authorisation and payment</li> <li>• Ensure that all cash and cheque income received is recorded and banked as soon as is reasonably possible</li> <li>• Check and maintain stock of admin equipment, stationery and supplies, and staff catering provisions (complimentary tea and coffee)</li> </ul> <p><b>School Shop</b></p> <ul style="list-style-type: none"> <li>• Order/maintain stock for the school shop, updating the school shop platform as required, downloading sales and preparing orders for collection/distribution</li> <li>• Maintain record of stock ordered/taken</li> <li>• Calculate sale price of items (in liaison with the SBM)</li> <li>• Create new shop products</li> </ul>

- Publish/unpublish shop items as required – keeping shop up to date and uncluttered
- Pick, pack and distribute/make available for collection

#### **Educational Trips & Visits/Voluntary Funds**

- Assist teaching staff and the Educational Visits Coordinator (EVC) to plan and administer all necessary documentation pertaining to educational visits, maintaining records/electronic files, including administration of ParentPay
- Produce spreadsheets and reports showing analysis of various costs and information as required
- Administration for the operation and maintenance of non-public funds, including the administration of the ParentPay platform in conjunction with the Business Manager. Pay in monies and cheques. Add/remove items as required, monitor income and update visit leader, send payment reminders to parents. Assist parents/carers with queries. Analysis of variances within the funds and regular reporting as necessary
- In conjunction with the Business Manager - Preparation of annual visits financial report, reconciling all income and expenses for all trips and visits for each academic year (if required)
- Assist with statutory financial returns and audits
- Assist with operation and maintenance of public funds, including preparation of invoices and receipts where appropriate
- Maintain up to date filing system
- Prepare non-public funds for annual audit (if required)
- Issue new locker keys, ensure return at end of hire period, arrange cleaning and maintenance as required, maintain records of locker keys issued
- **ParentPay:** Add/remove items as required, monitor income and update staff, send payment reminders to parents, year-end procedures, bank cash/cheque income, assist parents/carers with queries

#### **Audit and Compliance**

- Monitor and control budget expenditure to ensure the efficient and effective deployment of resources
- Assist the School Business Manager and Financial/HR Officer with any audit requests. This entails, reports, samples, pre-payments of trip income and expenses. Accruals of income & expense

#### **Additional Administrative Duties**

- Assist the LMT in other administrative duties and responsibilities commensurate with the level of responsibility of the role

	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Some understanding of financial principles and accounting practices desirable</li> <li>• Proficiency in software and systems</li> <li>• Excellent analytical and problem-solving skill</li> <li>• Strong communication and inter-personal skills</li> <li>• Attention to detail and accuracy</li> <li>• Ability to work independently and as part of a team</li> <li>• Experience in a similar role, within education preferred</li> </ul>
	<p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements</li> <li>• To contribute to the provision of a supportive, aspirational and effective environment for learning</li> <li>• To support the promotion of positive relationships with parents and outside agencies</li> <li>• To attend skill training and participate in personal/performance development as required</li> <li>• To take care of their own and other people's health and safety</li> <li>• To be aware of the confidential nature of issues and maintain confidentiality</li> </ul> <p><b>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</b></p>