

JOB DESCRIPTION

Job title:
School Finance Assistant
Line Manager:
Headteacher
Location, Salary & Hours:
Location: School Based @St Mary's Catholic Primary School, Poole Salary points – 18-21 (£18,070-£20,541) Hours: 20 Hours per week
Purpose of Role:
To provide financial, administrative and organisational support to the school in line with the Trust's policies and procedures.
Duties and Responsibilities
<ul style="list-style-type: none"> • To place orders for goods and services, ensuring that the school's financial policies and procedures are followed at all times. • To receipt goods on to the finance portal. • To direct all enquiries relating to invoices to Plymouth CAST. • To record, reconcile and bank all income received by the school on a regular basis. • To post all credits to the finance portal. • To support the reconciliation of the school's bank account. • To administer the school's petty cash and make payments • To manage the school's payments and communications software, creating new services as required and ensuring that parent and pupil information is accurate, up to date and complete. • To ensure that prompt payment is received for services provided by the school, e.g. breakfast and after school club, music tuition, sports clubs and school visits and that payment is chased if necessary. • To identify credits received from childcare voucher providers and post to the relevant pupil's account. • To organise the ordering of food for the breakfast and after school club, ensuring that allergen lists are up to date. • To raise invoices for services provided by the school, e.g. use of staff for moderation, ensuring prompt payment and chasing payment if required. • To deal with all enquiries relating to finances. • To provide financial reports from the finance portal to relevant staff.

- To organise lettings, raise invoices and ensure payment, chasing payment if required.
- To raise cheques for donations to charities and to ensure they are signed by relevant signatories.
- To organise staff payment for tea, coffee and milk, etc.
- To arrange school trips, including the booking of tickets, coaches, etc.
- To identify when parents may be entitled to free school meals or pupil premium and provide relevant information and encourage take up.
- To carry out the monthly return for milk provided to pupils.
- To assist in the secure transfer of data when school software systems are introduced and/or changed.
- To liaise with the PTA over donations and contributions.
- To support the school office by providing general administrative support, e.g. answering the telephone, dealing with enquiries from parents, pupils, staff, visitors and contractors by telephone, face-to-face or email.
- To liaise with contractors who provide services to the school, e.g. food waste collections, waste/recycling bin collections.
- To arrange the servicing, MOT and taxing of the school minibus, including organising repairs.
- To liaise with cleaning contractors and attending monthly cleaning audits, liaising with cleaning staff when required.
- To complete requests for the employment of new staff.
- To be first aid trained.
- To assist in the preparation of statutory returns to agencies such as the DfE and the Borough of Poole.

Knowledge and Skills:

- Knowledge and experience of school finance and administration systems.
- Good level of knowledge of computer applications including Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems.
- Excellent organisational and interpersonal skills.
- Ability to remain calm under pressure, prioritising demands and work efficiently and accurately to meet deadlines.
- Able to deal sensitively with confidential information
- Good level of numeracy, literacy and analytical skills
- Excellent communication skills

Expected Outcome:

- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.
- Accurate and timely information is prepared in line with the scope of the role.

Personal Qualities Required:

- An honest and open approach with high levels of integrity.
 - Assertive with the ability to influence others.
 - Inclusive approach, developing and encouraging team work in schools, staff and professional advisors, with ambition for raising standards throughout the MAT.
 - Business-like in ensuring the required standards of performance are achieved by staff and professional advisors.
 - An ability to maintain an independent, balanced approach to dealing with issues and facilitating others to do likewise.
 - An ability to work under pressure and to deadline (statutory and non-statutory) managing conflicting priorities; to evaluate impact and make independent judgements.
 - A strong understanding of the structures and values of the Catholic Church
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- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
 - Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
 - Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this role.