



## JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant	<b>Job Ref:</b>	
<b>School:</b>	The Trust – working across St Sebastian’s CE Primary School and St Michael’s CE Primary School, Sandhurst	<b>Salary:</b>	FTE £22,369 - £24,054 Actual salary £15,134 - £16,274 (subject to Pay Body review)
<b>Reports To:</b>	Trust Finance Accountant		
<b>Grade:</b>	Grade 4 SCP 7 - 11		
<b>Employment Status:</b> Maternity cover/Part time/Term time only			
<b>Hours of Work:</b> 30 hours per week – Monday to Friday			
<b>Job Purpose</b>  To carry out the effective implementation of the financial requirements of the school.			
<b>Departmental/Team Purpose:</b>  The purpose of the school is to meet the educational needs of children and young people within the local community.			
<b>Organisation Chart:</b> Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below:			
<pre> graph TD     A[Trust Finance Accountant] --&gt; B[Finance Assistant]           </pre>			



<b>Scope</b>	
<b>Financial Accountabilities</b>	
Budgets directly controlled (please state if this has been delegated to the post-holder)	<b>No</b>
Budgets monitored on day-to-day basis:	No
<b>Staff Responsibilities</b>	
Number of employees managed/supervised:	NONE
Number of FTE (Full Time Equivalents) employees managed/supervised:	
<b>Management of Physical Assets</b>	
Nature of physical assets directly controlled, (e.g. children's home):	NONE

<b>Summary of Main Contacts.</b>
<ul style="list-style-type: none"><li>▪ Parents</li><li>▪ Teachers</li><li>▪ Governors</li><li>▪ Other school staff</li><li>▪ Other professionals (e.g. Suppliers)</li><li>▪ Pupils</li><li>▪ The Keys Academy Trust</li></ul>

<b>Safeguarding statement</b>
<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"><li>• providing a safe environment for children and young people to learn in.</li><li>• identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.</li></ul>



**Main Tasks/Accountabilities**

List up to ten **key** tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Managing the purchasing of school resources and updating the accounting system for all purchase orders.
2. To undertake 'housekeeping' of the accounts such as: processing purchase and sales invoices.
3. Be responsible for processing of timesheets and absence returns on to the school's payroll system.
4. Monitor the collection, reconciliation and banking of any monies received by the school from pupils, parents or other external organisations. Processing refunds to parents.
5. Maintain an inventory of equipment using the Parago system
6. Carry out bank reconciliations for all bank accounts.
7. Any other duties may be allocated after consultation with the postholder.