**Finance Assistant**

Salary: S5 or S6 (depending on experience)

Hours: 12-18, term-time only (39 weeks)

Contract type: Part time, permanent.

Reporting to: Lisa James, School Business Manager

**Main purpose**

The core purpose of the Finance Assistant is to provide professional support to the School Business Manager through administrative support for finance practices and other related tasks as deemed necessary by the Business Manager.

**Duties and responsibilities**

* Undertake a range of financial procedures, including invoicing, preparing cheques, banking cash, issuing receipts and paying suppliers
* Record financial transactions in SIMS FMS ensuring accurate coding and efficient processing in finance policies and procedures.
* Produce a range of financial information for the senior leadership team and assist with generating statistical reports.
* Maintain school accounts in accordance with financial regulations and procedures, and assist with the effective management of school budgets.
* Receive and record monies from pupils and parents/carers
* To ensure the appropriate authorisation of all financial transactions
* To reconcile bank accounts and credit cards at the end of each month and of the purchase ledger control account ensuring security and accuracy at all times.
* To complete all the necessary month end documentation
* To manage all the financial aspects of the letting of school premises including interaction between residents and Surrey CC
* Input payroll information onto the School Financial Management System
* Data entry and maintenance of accounting records on the School Financial Management System including generation of purchase orders, processing invoices.
* To assist with the completion of Year End, Financial Management Reports and other Financial Reporting requirements
* Complete banking documentation and reconciliation where appropriate (we are a cash free school)
* Manage the integration of funds coming in via Parentpay
* Run the School Fund
* To ensure the smooth running and correct authorization of all financial administration processes
* To assist in the financial aspects of charitable applications, bids, procurement processes and funding applications (in conjunction with our external fundraising consultant)
* Set up BACS runs
* Carry out procedures in connection with ad-hoc staff payments, and reimbursements etc
* To assist the School Business Manager with any other finance based tasks
* To provide ad hoc assistance to other members of the admin team, if required (including answering the telephone, welcoming visitors, etc)

All Gosden staff are expected to:

* Commit to safeguarding and promoting the welfare of children. All employees have a responsibility to support and contribute to the Academy’s responsibility for safeguarding children.
* Work towards and support our vision and the objectives.
* Work within the our health and safety policy to ensure a safe working environment for staff, students and visitors;
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues;
* Adhere to our policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Ensure you have read and understood the latest Keeping children safe in Education guidance.
* Undertake other such reasonable duties as may be required from time to time

This job description covers the key elements of the role however you may be asked to undertake additional responsibilities as directed by the School Business Manager and the school’s wider leadership team.