



Ashmole Primary

JOB DESCRIPTION

JOB TITLE:	Finance Assistant
GRADE:	Point 21
PURPOSE OF JOB:	To support the Head Teacher and the Finance Manager in the operation of the Primary's financial procedures and policies.
RESPONSIBLE TO:	The Head Teacher in all matters and to the Finance Manager.

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

- To support the Office Admin team and Finance Manager with all financial work related to the Primary School.

Financial

- Assist with the preparation of financial management reports.
- Assist with the preparation and monitoring of budgets.
- Maintain accurate records of Primary School receipts. To process and check all invoices and orders.
- Collect money, issue and maintain accurate records of receipts.
- Prepare cash and cheque deposits for collection.
- Cash cheques at bank where necessary – liaise with Finance Manager.
- To issue petty cash, maintain accurate records and reconcile on a regular basis.
- Check eligibility of pupils who apply for free school meals/ pupil premium pupils. Send out reminders and update catering database accordingly.
- ParentPay administrator – ensure operational on a daily basis, update school trip accounts and provide reports to trip organiser to manage account. To process dinner money payments and payments for Breakfast and After School Club vouchers.
- Seek to obtain best value for the Primary School at all times and encourage others to follow the same principle.

General

- To deal with queries from outside agencies.
- To support the Finance Manager in liaison with other schools, community, parents and professional bodies and to ensure that a good image is conveyed to the public at all times.
- To handle telephone enquiries and messages effectively. To keep up to date with filing and photocopying.
- To produce high quality documents and letters. To ensure a high level of confidentiality and efficiency.
- To undertake such tasks and responsibilities as may from time to time, within reason, be required by the Finance Manager or Head Teacher.
- Check eligibility of pupils who apply for free meals. Send out reminders and provide kitchen staff with up to date records.
- Provide support to parents on ParentPay.
- To undertake such tasks and responsibilities as may from time to time, within reason, be required by the Office Admin team, Finance Manager or Head Teacher.
- To safeguard and promote the welfare of children.
- To ensure all lettings and external clubs are DBS checked and records are kept.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____