ALMOND HILL JUNIOR SCHOOL

JOB DESCRIPTION - FINANCE ASSISTANT

**Main Purpose**

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff.

**Key Responsibilities**

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
2. Maintain manual and computerised records and management information systems.
3. Make arrangements for school visits and events (internal and external).
4. Undertake a range of financial procedures, including preparation of cheques and banking cash.
5. Deal with enquiries either by telephone or face-to-face and sign in visitors.

**Individuals in this role will also undertake some of the following:**

1. Ensure completion of attendance registers in the MIS system for all classes. Contact children’s parents/carers for absent children.
2. First point of contact for sick pupils, liaise with parents/ carers/ staff.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Job Context**

* The school has a team of administrative staff who provide the full range of reception and administrative functions.
* Follows daily and weekly routines with some monthly and annual tasks. Share with Head/SBM for sign off.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.

**Knowledge, Skills & Abilities**

* General experience of working in a finance role.
* Requires knowledge of a range of administrative support tasks and office and related school procedures and systems equivalent to national qualifications level 2.
* Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Keyboard skills for data entry, precision is required.

**Supervision**

* The jobholder is managed by a member of the senior management team (the School Business Manager).
* The post holder will have no supervision responsibilities of other staff.
* May demonstrate administrative duties to new or less experienced staff.

**Problems, Demands & Decisions**

* Concentration for financial processing tasks; administrative work is often interrupted.
* Exposure to emotionally demanding situations is rare.
* Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.
* Be the first point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.

**Dimensions**

* Will handle small amounts of cash.
* Responsible for the maintenance and updating of records including financial records.

**Physical Effort**

* Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

**Working Environment**

* Work is normally carried out in an office environment.