



Oaklands Primary School

Finance Assistant - Job Description

We are committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Purpose

To provide efficient and accurate financial and administrative support to the School Business Manager, ensuring the effective operation of the school's financial systems. The Finance Assistant will be responsible for processing school income and expenditure, maintaining accurate financial records, supporting school meal administration, and contributing to the smooth day-to-day running of the school's finance office.

Duties and Responsibilities

- Manage all income relating to school lunches, trips, events, lettings and Breakfast Club activities, ensuring accurate financial records and timely processing.
- Process supplier invoices and credit notes, ensuring accurate coding, authorisation and timely payment.
- Manage the finance mailbox, responding to queries from staff, parents and suppliers and ensure issues are resolved promptly.
- Administer Free School Meal applications, maintaining accurate records and ensuring applications are processed in accordance with eligibility requirements.
- Respond to routine enquiries from parents/carers and staff regarding school meal accounts.
- Support month-end financial procedures, carrying out checks and reconciliations to maintain the accuracy of financial information.
- Monitor and reconcile School Business Manager and Headteacher credit card expenditure, ensuring VAT receipts are obtained and processed within deadlines.
- Track departmental and class budgets, providing spending information and support to budget holders.
- Process all school orders, raise purchase orders and liaise with suppliers regarding deliveries, quotations and invoice queries.
- Manage petty cash, ensuring balances reconcile to records and bank returns are completed accurately.
- Obtain quotations and arrange transport providers for educational visits and school activities.
- Raise invoices for lettings and services provided to external schools and nurseries.
- Provide ongoing financial and administrative support to the School Business Manager and wider school leadership team.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and undertake duties appropriate to the grade of the post, including duties that may normally be allocated to posts at a lower responsibility level, in support of effective team working and raising pupil achievement.

Person Specification

- Excellent verbal and written communication skills.
- Good IT skills, including Microsoft applications.
- Maths skills and attention to detail.
- Strong organisational skills with the ability to prioritise workloads.
- Ability to work using own initiative.
- Honesty and reliability.

Personal Qualities

- Ability to relate well to children and adults.
- Good interpersonal skills and the ability to build effective working relationships.
- Commitment to providing excellent customer service to pupils, parents/carers and colleagues.
- Ability to identify own training and development needs and willingness to participate in professional development opportunities.
- Sense of humour and a positive attitude.

Name:

Signed:

Date: