



Job Title Finance Assistant

Job Description / Person Specification



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Job Description

Job Title Finance Assistant

Location Whitley Park Primary and Nursery School

Grade/Salary Range RG4 11 - 15

Job Purpose

To assist the School Business Manager in providing accurate and timely financial information, and manage the payment of invoices process.

Designation of Post and Position within School Structure

To work as a member of the school admin team under the leadership of the School Business Manager (SBM). To be responsible to the Headteacher and Governors.

Main Duties and Responsibilities

- Produce timely monthly outturns for submission to the local authority
- To be responsible for raising purchase orders, checking delivery notes and reconciling invoices to POs into FMS (Sims). Deal with any financial queries with external suppliers.
- To monitor all income and expenditure in line with budget priorities
- To comply with all LA and National financial regulations
- Maintain effective financial administration systems to support all budget holders and Governors at least termly or more often if required
- To be responsible for School Funds accounts and prepare them for an annual audit, as well as petty cash
- Produce excel spreadsheets to a high standard when required
- Ensure that all Government grants (e.g. Pupil Premium, Early Years funding) are appropriately accounted for and accurate
- Accurately account for all monies for charity events and trips
- Deal with all aspects of the School's bank accounts including monthly reconciliation online - but not be a signatory
- Reconciliation of payroll report to payroll payment report from the local authority
- Support School Business Manager in end of year accounts and in budget preparation
- To work confidentially and in line with all data protection and GDPR guidelines
- Adhere to the ICO retention scheme and archive/shred own work as required

Be aware of and comply with policies and procedures relating to Fraud, Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.

Scope of Job (Budgetary/Resource Control/Impact)

Work within the appropriate financial limits and authorities as set in the LA Scheme of Finance and Financial Procedures policy.

Special/Other Requirements/Responsibilities of this Post

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|---|--|
| <i>Level of DBS check required for this post</i> | Enhanced with a check of the barring list(s) |
| <i>Does the post require a check against the list of people barred from working with vulnerable adults?</i> | NO |
| <i>Does the post require a check against the list of people barred from working with children?</i> | YES |
| <i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i> | N/A |
| <i>Is this post "politically restricted"?</i> | NO |
| <i>Responsibility for Health & Safety:</i> | LEVEL 1 |

Person Specification

Qualifications/Education/Training

Level 3 Diploma (A level /NVQ 3, AAT) with accountancy and finance knowledge skills

Experience

Experience of working in a finance role – preferably within a school

Skills, Abilities & Competencies

- ❖ Ability to communicate a range of financial information both verbally and in writing/on spreadsheets
- ❖ Organizational and time management skills
- ❖ Must be computer literate and have experience of working within financial regulations and software packages such as SIMS and FMS
- ❖ To be able to be a member of a team and to work independently
- ❖ Prioritise own workload and meet deadlines
- ❖ Contribute to the overall ethos/work/aims of the school