

Grade:	F
Accountable to:	School Operations Manager
Place of Work:	Livingstone Road Primary
Hours:	15 hours per week, term time only

Role Remit:

At Hamwic Education trust (HET), our Finance Assistant, under the direction of the School Operations Manager, is responsible for:

- Providing an effective and efficient financial administration service to the school

Main Responsibilities:

1. General:

- To raise purchase orders as directed by the Operations Manager
- To receive goods and deliveries
- To process invoices and payments
- Undertake general stock control duties as required.
- To reconcile the bank statement
- To process the credit payments for month end.

2. Preschool

- Manage the preschool system finance system to include:
- Invoicing, receive and record payments, manage the system software and update as required
- Monitor outstanding payments, sending reminders as required
- Complete monthly free milk claims, in line with deadlines
- Check funding codes received from parents are correct, provide guidance to parents on obtaining codes, if required
- Ensure pupil details are entered correctly on the database and update on the BCP portal
- Ensure seasonal claims for funding are entered in the correct time schedules.
- Update claims as and when new children start or leave pre school.

3. To carry out general administrative duties

On occasion there may be a need to support of the school office team. This may include:

- Dealing with general enquiries at Reception
- Producing, collating and distributing correspondence and other documents

4. Safeguarding

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

HET have identified the traits below that they feel every employee should have.



CRITERIA/STANDARD	Essential (E) / Desirable (D)	Measures: Application form (A), interview (I)
QUALIFICATIONS		
GCSE's 9-4 / A*-C including maths and English	E	A
A finance qualification or experience of working in a finance role, preferably within a school	E	A
EXPERIENCE		
Experience of working within a finance administrative role	E	A/I
Experience in undertaking varied administrative tasks	E	A/I
Knowledge of schools' financial systems	D	A/I
KNOWLEDGE & SKILLS		
A good working knowledge of financial admin, processing and systems	E	A/I
Ability to identify work priorities and manage own workload, using initiative to resolve minor issues	E	A/I
Proficient in the use of Microsoft Excel, PowerPoint and Word to a good standard	E	A/I
Strong communication skills both verbal and written	E	A/I
Ability to build and maintain strong relationships with colleagues and stakeholders in a friendly and approachable manner.	E	I
Ability to work well in a team	E	I
A proven ability to plan, prioritise and organise own work effectively in a busy environment	E	I
Ability to work proactively and flexibly, adapting to multiple and changing priorities	E	A/I
Professional approach to work with the ability to act with diplomacy and discretion in sensitive situations	E	A/I
An eye for detail and a thorough approach to work	E	A/I
Eager to learn and complete professional development	E	A/I
Good time management and organisational skills	E	A/I

