

Role	Finance Assistant
Job Purpose	To be responsible for the school's financial and accounting support service in accordance with GDST policies and procedures.
Accountable to:	Finance Manager & The Director of Finance and Operations
Accountabilities	<p>1. Management of resources and administration</p> <ul style="list-style-type: none"> a. Manage the schools financial administration in accordance with the GDST's financial accounting procedures, and using specified computerised financial management systems, to ensure that adequate records are maintained, that all expenditure delegated by the GDST to the school is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Finance Manager. b. Ensure that the school and GDST databases are updated regularly to enable data retrieval to provide accurate and effective reporting as and when required. c. To be responsible for the day-to-day operation of the COMPLETE Purchase Ordering system d. To process cash and cheque receipts and payments, including charity collections, registration fee receipts and petty cash payments, carry out banking and prepare reconciliations as required. e. To assist the Finance Officer in making credit card or Amazon purchases, as well as the reconciliation of Credit Cards and Caxton Pre-Payment Cards. f. Assist the Finance Manager in the preparation of monthly, annual and periodical financial returns and claims. g. Assist the Finance Manager in overseeing school insurance policies and making relevant claims, ensuring the insurance payment is received into the school's accounts. h. Undertake specific additional duties which may be required according to local circumstances, for example: <ul style="list-style-type: none"> i. Oversee the production and issuing of invoices for SEN lessons, ICT equipment sales etc ii. Oyster Card travel reconciliations iii. Reconciliation of receipts per Catering Cashless System with ParentPay

	<p>2. Leadership & management</p> <p>a. Foster a service orientated, 'can do', approach and a culture of support within the team, ensuring that there are mutually supportive working relationships between academic and support staff.</p> <p>3. Training & development of self and others</p> <p>a. Regularly review own practices, set personal targets and take responsibility for own self-development.</p>
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Skills Required

Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, governors, the GDST and external bodies.	Essential
Confident in the use of computer packages including Spreadsheet, Work Processing and Database systems	Essential
Excellent numeracy skills with the ability to analyse and present statistical information with confidence.	Essential
Ability to understand, interpret and communicate financial information.	Essential
Ability to operate, monitor and maintain systems for effective budget management	Essential
Excellent interpersonal skills	Essential
Excellent organisational and time management skills with the ability to prioritise	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to work to deadlines, applying proactive time management strategies	Essential

Knowledge Base

General accounting and financial knowledge	Essential
Experience of: <ul style="list-style-type: none"> 1. Purchase Ledger 2. General Ledger 3. Sales Ledger 4. Bank Reconciliations 5. Purchase Ordering software (COMPLEAT) 6. Payment Portals (WISEPAY/AGORA/PARENT PAY) 	Desirable Desirable Desirable Desirable Desirable Desirable
Experience of working with databases	Desirable
Internal accounting and budget management	Desirable

Qualifications/Attainment

	Level	
Accountancy /Financial qualification ATT or equivalent/ ACCA / CIMA	Part- Qualified	Desirable
Understanding and application of Accounting software, eg PS Financials	Basic	Desirable
Understanding and application of MS Office, word processing, excel spreadsheets	Basic	Essential
Experience in using, SIMS, COMPLEAT, Payroll Software applications or equivalent	Basic	Desirable

Experience

Experience of working in a finance or accountancy environment	Essential
Proven experience in successfully operating financial database and spreadsheet packages in a commercial/educational environment	Desirable
Experience of finance analysis and reporting in a business environment	Desirable
Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils.	Desirable

Attitude/approach

Calm, flexible, approachable, positive attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure	Essential
Demonstrate commitment to the improvement and development of own performance	Essential