

Calder High School
The Calder Learning Trust



"Everybody, Everyday"

The Calder Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants

Job Profile

Post Title: Finance Assistant

Department: Calder High School – The Calder Learning Trust

Grade: Scale 4 - Scale Point 7 - actual salary £18349.49

Hours: Permanent - 37 Hours per week, Term Time Only + 10 days

Prime Objectives of the Post

- The post holder will provide effective support of financial administration for staff and the school under the direction of the Finance Manager.
- Provide an efficient service to ensure all orders, invoices and other financial transactions are on the finance system.
- Responsible for the day to day running of the ParentPay system.

Responsible to: Finance Manager

Main Duties and Responsibilities

- To administer and process all payments for school trips and visits
- To assist with all the financial aspects of trips
- To process orders and receive and distribute supplies
- Process invoices and deal with supplier enquiries and disputes
- Reconcile the monthly bank statement
- To monitor department expenditure when placing orders on the system and highlight any issues to the Finance Manager
- To maintain records for audit and assist in the preparation for an audit visit
- To administer the ParentPay system:
 - assist parents and students with setting up and managing accounts
 - update the ParentPay system with authorised trips & report to trip lead
 - liaise with parents for outstanding monies due
 - first point of contact for all enquiries regarding payment, refunds and meal enquiries
- Filing of accounts documents in the appropriate manner and in line with Data Protection, GDPR and legal requirements
- Cash – count and bank any cash from fundraising etc.
- Manage the Petty Cash system
- To set up and maintain spreadsheets
- Any other duties or tasks as directed

Finance Assistant Person Specification

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C or above 	<ul style="list-style-type: none"> • Administrative/Financial qualification
Experience	<ul style="list-style-type: none"> • Experience of financial procedures, systems and processes • Microsoft Excel • Microsoft Word • Experience of working as part of a team • Experience of delivering excellent customer service 	<ul style="list-style-type: none"> • Working within schools, academies or office environment • Working knowledge of SIMS FMS6 • Parent Pay systems
Knowledge & Skills	<ul style="list-style-type: none"> • High standards of accuracy and attention to detail • Experience of purchase order and invoice processes • Good working knowledge of Microsoft programs • Knowledge of safeguarding 	<ul style="list-style-type: none"> • A general understanding of financial systems in a business and/or educational environment • Experience of cash control including petty cash
Personal Attributes	<ul style="list-style-type: none"> • Resilience, the ability to work under pressure and be able to meet deadlines • Ability to work constructively as part of a team and as an individual • Excellent communication skills (including written, oral and presentation skills) • Understands the importance of confidentiality • Ability to use IT at a level commensurate with the role • Flexibility • Professional and responsive attitude and behaviour towards colleagues, students and external agencies • Ability to motivate and develop self • Good organisational skills with the ability to plan and prioritise • A commitment to safeguarding and promoting the welfare of children and young people • A commitment to the Trust's vision, values, aims and its objectives 	

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.