



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Pioneer Federation
JOB TITLE:	Finance Assistant
GRADE:	East Sussex Single Status Grade 5
RESPONSIBLE TO:	Executive Headteacher, Head of School, Bursar
MAIN PURPOSE OF THE JOB:	To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the bursar in all financial and administrative functions.

KEY TASKS

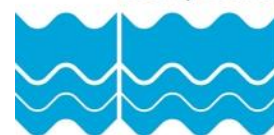
1. To administer the school budget on the school's Local Management System. To undertake regular reconciliation of SIMS and FMS accounts.
2. To monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers.
3. To bank all school income including School Fund and Governors Fund. To ensure all income is accurately accounted for, and receipts given for cash.
4. To administer the Petty Cash account.
5. To process orders and receive and distribute supplies.
6. To maintain records for audit and prepare for audit visits.
7. To administer the School Fund and Governors Fund and all related financial records.
8. To administer supply and overtime claims and monitor absences. To support the Bursar in the daily administration of cover.
9. To monitor and invoice all lettings of premises.
10. To support the Bursar in the preparation of budgets.

- 11. To assist the Bursar with the preparation of reports for the Governing body
- 12. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed..... **Date**



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Person Specification

Post Title: Finance Assistant

Location: Pioneer Federation

Grade: Single Status 5

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to maintain efficient record keeping systems • Ability to assist with the production of accurate records and reports as required • Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing 		<ul style="list-style-type: none"> • Application /Interview

	with confidential issues		
Education & Qualifications		<ul style="list-style-type: none"> • A recognised qualification in financial management or equivalent 	<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of the financial workings of a school • Some knowledge of budget management and accounting techniques • Knowledge of, or willingness to learn, a range of computer applications including financial management systems 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Some experience of budget monitoring and account reconciliation • Experience of producing standard financial reports • Experience of undertaking a range of clerical and administrative duties, including data input and retrieval 		<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and 		<ul style="list-style-type: none"> • Application /Interview

	county, to further knowledge		



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>