

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Finance Assistant	Director/Service/Sector: Schools		Office Use
Grade: Band 2	Workplace: Seaton Valley Federation		JE ref:
Responsible to: Finance Manager	Date: July 2023	Manager Level:	HRMS ref: S1579
Job Purpose: Provide financial and administrative support to the federation. Support the effective financial management and operation of the federation as directed.			
Resources	Staff	None	
	Finance	Handling small amounts of money, processing orders and receipting goods, responsible for completing financial transactions.	
	Physical	Careful use of PC and shared responsibility for other office equipment provided. Accuracy and confidentiality of financial systems and records.	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Maintain manual and computerised records/information systems. 2. Deal with a range of student and staff enquiries. 3. Process order and invoices in accordance with approved financial procedures and regulations. 4. Collection, checking and receipt of monies from students, parents and staff. 5. Raise external invoices for letting charges and reimbursement of expenditure. 6. Assist with uniform orders and sales. 7. Process internal recharges within the federation budgets as directed by the Finance Manager. 8. Monthly checking and chasing of outstanding commitments. 9. Assist with procurement processes including obtaining alternative quotations and ensuring value for money. 10. Opening and receipt of all invoices/delivery notes. 11. Distribution and collection of invoices to appropriate members of staff for checking an payment authorisation. 12. Checking and re-ordering financial stationery stock/supplies as required. 13. Maintenance of finance filing system, checking and archiving financial documentation to comply with NCC and school procedures. 14. Dealing with suppliers' queries. 15. Provide clerical and administrative support as required. 			
General Responsibilities			
<ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure equal opportunities for all. 3. Contribute to the development and implementation of the overall ethos/work/aims of the federation. 4. Develop constructive relationships and communicate with other agencies/professionals. 			

5. Attend and participate in training and other learning activities and performance development as required.
6. Participate in training and other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others.
8. To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.
9. Be prepared to work across the federation to meet the needs of the post.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal office hours
Working conditions:	Normally indoors.

PERSON SPECIFICATION

Post Title: Finance Assistant		Director/Service/Sector: Schools	Ref: S1579
Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> NVQ 2 level qualification in literacy and numeracy. 	<ul style="list-style-type: none"> NVQ 3 qualification in finance, business administration or bookkeeping. 		(a) (i) (r)
Experience			
<ul style="list-style-type: none"> Experience of working with Google Sheets and/or Excel spreadsheets. Experience of undertaking a range of administrative tasks with some responsibility for financial administration. 	<ul style="list-style-type: none"> Experience of working in a school or educational establishment Working knowledge of Iris Financials or other financial ICT package. Experience of working with cost codes to classify income and expenditure. Experience of educational ICT systems, e.g. Bromcom, SIMS and/or other management information systems 		(a) (i) (r)
Skills and competencies			
<ul style="list-style-type: none"> Ability to work under pressure and with accuracy. Ability to work independently or as part of a team. Ability to use IT software effectively. Good IT and Keyboard skills. Ability to relate effectively to staff, pupils and parents. Effective time management skills. Ability to meet deadlines. 			(a) (i) (r)
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Normally works in a seated position with some standing, walking, stretching or lifting. Some periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Minimal exposure to disagreeable, unpleasant or hazardous conditions. 			
Other			
<ul style="list-style-type: none"> Willingness to participate in personal development. 			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits