##### JOB DESCRIPTION

**THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE**

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| POST: FINANCE & BUSINESS ASSISTANT | | |  | |
| GRADE: Band 7 | |  | | |
| RESPONSIBLE TO: Director of Finance and Corporate Services | | | |  |
| JOB PURPOSE: | To be responsible to the Director of Finance/School Business Manager for assisting the co-ordination and the provision of effective, efficient and customer focused, operational financial services for English Martyrs Secondary School & Sixth Form College and Bishop Hogarth Trust.    Provide advice and guidance to the Headteacher and Governing body on the interpretation of the finance data to enable them to make effective resource deployment decisions.  To support the Trust in the maintenance of school financial systems to ensure fully compliant with regulation and policy.  Required to work within and comply with financial regulations and within the limitations of school budgets allocated to the school.  To take a proactive lead or contributing effective support to particular initiatives, projects and services as appropriate.  To deliver financial services in an efficient, timely and effective manner. | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| Operational Issues | * To ensure all relevant finance paperwork is completed and returned by deadlines. * To undertake a range of financial procedures, including placing orders, invoicing, banking cash and dealing with supplier issues. * Collate and record monies from pupils, parents and carers. * Undertake reconciliations, for example bank accounts and purchase ledger control account. * Assist with the design and implementation of school’s financial procedures and systems. * Produce budget reports from information on financial systems. * To produce and present reports to Headteacher, detailing issues and recommendations. * Undertake detailed monitoring of monthly expenditure. * To process travel and subsistence claims, including support with orders and any other relevant documentation. * To compile statistics and monthly/annual returns, checking and analysing these returns and raising any queries. * To complete all Year End close down paperwork by the required deadlines. * To prepare for Audit inspections and make subsequent recommendations to the Headteacher and Leadership Team. * To work with the Finance Manager/Headteacher on financial benchmarking, comparative statistical analysis and run an annual check. * To negotiate best price when dealing with contractors and suppliers. * Undertake administrative duties as required. | | | |
| Communications | * Communicate effectively with staff, LA staff, Governors and supplier/contractors. * Provide advice and guidance to the headteacher and Governing body on the interpretation of the finance data to enable them to make effective resource deployment decisions. * Advise other staff on financial procedures. | | | |
| **Partnership or Corporate Working** | * Work with staff to ensure compliance with financial procedures and regulations. | | | |
| Resource management | * To manage the process of paying suppliers including reconciling orders, cheque production and subsequent filing invoices. * To manage the counting and banking of school monies and issuing of relevant receipts. * To generate a monthly budget monitoring report and analyse this feeding back to relevant parties the current financial statues and bring any problems to their attention. * To have responsibility for monitoring the school budgets. * Expected to solve most problems independently but refer to Headteacher for guidance on solving serious financial problems such as funding issues. * Attend staff meetings and training. | | | |
| Safeguarding | * Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to. | | | |
| **Systems and Information** | * To manage an organised and effective filing and record system ensuring that this is auditable if required. * Maintain the school’s accounting systems. * Share information appropriately – in writing, by telephone, electronically and in person. | | | |
| Strategy Development | * To plan with the School Business Manager/Director of Finance/Headteacher the budget based on the previous year, current financial environment and future spending plans. | | | |
| Data Protection | * To comply with the School’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | |
| Health and Safety | * Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure. | | | |
| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Ensure services are delivered in accordance with the aims of the equality Policy Statement. * Develop own and team members understanding of equality issues. | | | |

**PERSON SPECIFICATION**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge**  E1 - Knowledge of finances, including producing and managing budgets  E2 - Knowledge of administrative systems and IT packages, including Microsoft Office  E3 - Knowledge of accounting and financial procedures | D1 - Knowledge of other education finance funding |
| **Experience** |  |
| E4 - Experience of working in a finance role including experience of producing and managing budgets  E5 - Managing financial accounts using financial systems  E6 - Experience of using databases  E7 - Experience of working with spreadsheets | D2 - Experience of financial profiling  D3 - Experience of internal auditing  D4 - Experience of supervising staff |
| **Occupational Skills** |  |
| E9 - Ability to manage an organised and effective record system  E10 - Analytical & problem-solving skills  E11 - Budget Management skills  E12 - ICT skills  E13 - Attention to detail, neatness and accuracy  E14 - Organisational and time management skills  E15 - Ability to work as part of a team  E16 - Confidentiality  E17 - Good interpersonal skills  E18 - Ability to work without close supervision  E19 - Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing  E20 - Negotiation skills |  |
| **Qualifications** |  |
| E21 - Level 3 qualification or equivalent experience to demonstrate excellent numeracy skills  E22 - Business and/or financial qualification |  |
| **Other Requirements** |  |
| * Enhanced DBS clearance * To be committed to the school’s policies and ethos * To be committed to Continual Professional Development * Willingness to attend governing body meetings in the evening, as required   . |  |