



# SHERFIELD SCHOOL

## Job Profile: Finance Administrative Assistant

<b>Job Title:</b>	<b>Finance Admin Assistant</b>	<b>School/Department:</b>	<b>Sherfield</b>
<b>Reports To:</b>	<b>Finance Manager</b>	<b>Location:</b>	<b>Sherfield-on-Loddon</b>

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**Hours:** 40 hours per week, covering 8am–5.00pm, Monday to Friday, 1 hour unpaid lunch break.

**Terms:** Permanent full time, all year role, 25 days' annual leave plus bank holidays (to be taken during the school holidays), pro rata'd if part time.

**Salary range:** NJC Pay Range\* NJC points 21 - 28: £21,589 - £25,295

*\*The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Contributory Pension Scheme;  
In-house training;  
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

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### Purpose of the Job:

To provide financial and administrative support to the school by the accurate maintenance of locally maintained records using Sage / Accounts IQ, Microsoft Excel / Google Sheets, ISAMS and other systems.

To ensure that all staff are paid correctly each month liaising with Finance Head Office.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.*

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### **Principal Accountabilities:**

- To assist in the preparation of school fee invoices, including the invoicing of additional activities e.g. school trips, after school activities etc
- Managing petty cash
- Answering and resolving any queries from parents concerning school fee invoices.
- Dealing with all external accounts enquiries and referring as required to the Finance Manager or other colleagues as relevant
- Managing the purchase ledger, including placing orders, recording the receipt of goods and services, checking for accuracy against original order & managing creditor reports.
- Processing invoices from suppliers, matching with purchase orders and forwarding to head office finance team for payment.
- Ensuring that the financial and booking elements for school trips are correctly costed, organised & billed to parents in conjunction with teaching staff.
- Dealing with enquiries from suppliers, developing good working relationships with them
- Accurate processing of information in line with financial regulation and as agreed with Head Office
- Advising staff on finance matters where appropriate
- To be part of team covering reception desk if Receptionist off sick
- To perform any reasonable administrative tasks as assigned by the Finance Manager
- To be aware of employee responsibilities for Health & Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school
- To participate in staff programmes for training, in particular safeguarding and Health & Safety

- To be fully aware of and strictly adhere to security procedures of the school regarding keys, ID badges, stock and property
- Any other related and reasonable request from either the School Finance Manager, Business Manager or any member of the SLT

*July 2019*

## PERSON SPECIFICATION

### Skills and knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Excellent written and verbal communication skills.	Essential
Excellent organisational, interpersonal and team working skills	Essential
High level of numeracy and literacy	Essential
Effective communication skills. Good collaborative skills, able to quickly establish effective internal and external working relationships with key people across different departments	Essential
Ability to develop innovative and practical solutions to challenges	Essential
Knowledge of challenges facing an independent school	Desirable

### Qualifications/Attainment

GCSE grade A* - C in English and Maths or equivalent.	Desirable
AAT Level 2 or similar	Desirable

### Experience

Working with young people, ideally in an educational environment.	Desirable
Experience of working in an accounts environment	Desirable
Customer Service & Administration Experience	Desirable

### Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to pupils.	Essential
An enthusiastic and professional attitude and commitment to learning new skills.	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
A forward thinking approach.	Essential
Calmness and ability to respond effectively when under pressure.	Essential
An understanding of safeguarding within an educational setting.	Desirable