



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Finance Assistant

School: Ashdown Primary School

Grade: [Single Status 5](#)

Responsible to: School Business Manager

Purpose of the Role:

To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the School Business Manager in all financial and administrative functions.

Key tasks:

1. Administer the school budget on the school's Local Management System. To undertake regular reconciliation of Arbor and LAFIS accounts.
2. Monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers.
3. Bank all school income. To ensure all income is accurately accounted for and receipts given for cash received.
4. Book in children to the breakfast and after-school clubs, send invoices to parents, monitor income and chase any outstanding payments on a regular basis.
5. Process orders and receive and distribute supplies.
6. Maintain records for audit and prepare for audit visits.
7. Administer supply and overtime claims. To support the School Business Manager in the daily administration of cover.
8. Monitor and invoice all lettings of premises.
9. Support the School Business Manager in the preparation of budgets
10. Assist the School Business Manager with the preparation of reports for the Governing body.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

- 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 with confidential issues
- 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
- 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
- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable key skills, abilities, knowledge, experience, values and behaviours

- A recognised qualification in financial management or equivalent
- Knowledge of Arbor Finance

Document version control:

Date created/amended: July 2023

Name of person created/amended document:

Job Evaluation Reference:

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 are 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.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No