



JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Finance Assistant

Reports to: Assistant School Business Manager

Grade: 4

JOB DESCRIPTION

Overall Responsibilities:

The Finance Assistant will provide accurate, timely and customer-focused financial and administrative support to the school's Finance Office, enabling efficient financial operations that support teaching, learning and pastoral provision across the Secondary School and Sixth Form. Working under the direction of the Assistant School Business Manager the post-holder will contribute to sound financial control, compliant record-keeping and effective income/expenditure management so resources are used responsibly.

The role is important because it ensures that invoices, payments, orders and trip/travel arrangements are processed correctly and on time, enabling staff to focus on student outcomes and wellbeing. The Finance Assistant will work collaboratively with colleagues, suppliers, parents and students to uphold the school's values and ethos.

Key Responsibilities and Duties

Operational Financial Duties

- Enter purchase invoices, credit notes and other financial transactions accurately onto the finance system in line with established procedures.
- Match purchase orders, goods received notes and invoices; code transactions to correct budget headings.
- Ensure invoices are authorised and processed for payment within published timescales.
- Reconcile supplier statements and investigate discrepancies; raise queries and work with budget holders to resolve.
- Chase orders and follow up with suppliers where goods/services have not been delivered or invoiced correctly.
- Maintain electronic and paper finance records in line with audit requirements and data-protection policies.

Income and Payments

- Administer the school's ParentPay system (or equivalent): set up payments, monitor payment activity, reconcile receipts and follow up unpaid items.
- Chase payments for school items and services (e.g., trips, uniforms, catering debt) in a courteous, professional manner and escalate non-payment issues as required.
- Process refunds where appropriate and maintain accurate refund records.

Travel and Trip Finance Administration

- Organise and book staff travel, ensuring best value and compliance with travel/expenses policy.
- Organise travel for school trips (buses, coaches, home-to-venue transport), liaising with trip leaders, travel providers and the Finance Manager to confirm costs, deposits and invoicing arrangements.
- Prepare and issue trip payment schedules to parents, monitor payments and support trip leaders with income reconciliation.

Purchasing and Ordering Support

- Raise purchase orders on the finance system in accordance with delegated authorities and procurement guidelines.
- Monitor order progress, chase suppliers and keep budget holders informed of delivery statuses and issues.
- Support the tendering or quotation process for smaller purchases as required by the Assistant Business Manager and SLT.

Budgetary and Administrative Support

- Provide routine financial reports and expenditure summaries to budget holders and the Assistant Business Manager.
- Assist with month-end procedures, bank and balance sheet reconciliations where required.
- Support year-end audit work by preparing documentation and responding to audit queries in a timely manner.

Customer Service and Communication

- Provide clear, friendly and professional advice to parents, students and staff on payment processes, invoices and trip finance procedures.
- Work collaboratively with colleagues across the school to support efficient financial administration and a positive school community.

General

- Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security,

confidentiality and data protection, reporting all concerns to an appropriate person.

- Carry out all duties regarding the school's policies and codes of conduct.
- Participating in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Complete any other reasonable administrative duties as required.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
GCSE Maths and English in Grade C/4 minimum	✓		Application
AAT level 2 or willingness to complete	✓		
Further qualification finance or relevant field.		✓	Application
At least 2 years' experience in finance	✓		Application
Experience in working in a school environment		✓	Application
Strong numerical and financial management skills with experience in budgeting, forecasting, and financial reporting	✓		Application/ Interview
Proficiency in financial software and Microsoft Office applications, especially Excel.	✓		Application/ Interview
Effective communication skills to liaise with school staff, external partners, and service providers professionally and clearly.	✓		Application/ Interview
Understanding of financial regulations and statutory requirements relevant to the education sector.		✓	Application/ Interview
Understanding of data protection and confidentiality	✓		Application/ Interview
Commitment to safeguarding and equality	✓		Application/ Interview
Personal Qualities			
Able to work independently and as part of a team	✓		Interview
Excellent attention to detail	✓		Interview
Reliable and punctual	✓		Interview
Ability to organise and prioritise workload to achieve deadlines	✓		Interview