



Finance Assistant

Team:	<p>Finance & HR Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
Performance Reviewers:	<p>Director of Finance and Accounting Officer</p>
Hours of work:	<p>36 hours per week, across up to 200 days (40 weeks) per annum. The working days/weeks each year will include the school's term time days plus the number of additional days/weeks in the school holiday period as advised in advance of each academic year. The dates of the additional days to be worked will be agreed with the Performance Reviewers.</p> <p>Standard working day of 8am to 4pm Monday to Friday, with an unpaid lunch break.</p>
Place of work:	<p>Wilson's School, Mollison Drive, Wallington, SM6 9JW</p>
Key Purpose:	<p>The Finance Assistant works with the Director and Assistant Director of Finance in maintaining the school's accounting records. The postholder's primary role is to provide an effective, friendly, proactive, efficient, and highly responsive finance service to staff, pupils and parents which is carefully attuned to their needs.</p>
Detailed Job Description (Duties & Responsibilities):	<ul style="list-style-type: none">• Accounts processing to meet month end requirements.• Timely processing of orders - inputting all orders onto computer from requisitions received, obtaining authorisation and sending to suppliers.• Ensuring wherever possible that the school gets good value for money.• Timely matching of invoices received to delivered orders, obtaining authorisation for payment and inputting into appropriate systems.• Investigating discrepancies between invoices and orders.• Raising invoices (including, but not limited to, those for Lettings or other sales) and processing receipts through accounts receivable.• Analysis and reconciliation of online parental payment systems and postings to cashbook.

- General cashiering duties, for school income and expenses including cash book entry.
- Assistance with the management of petty cash.
- Inputting of students' payments to cashless catering system.
- School concerts, shows and other event ticket sales including online receipts including liaison with the Admissions and Events Officer and other relevant personnel if appropriate.
- Co-ordination and administration of Free School Meals together with Pupil Premium and 16-19 Bursary payments.
- Accounting for payments for School trips and visits, liaising closely with the Trips & Visits Officer.
- Following book return each year to chase pupils/parents and invoice for replacement textbooks, liaising with relevant Heads of Department as required.
- Liaising with the Estates Manager to provide administrative support for the letting of school premises including, but not limited to:
 - ensuring that Letting Booking forms are fully completed and signed
 - ensuring that all required documents and evidence (including those relating to safeguarding and insurance) are supplied by hirers at the point of booking and annually thereafter
 - alerting leaders to prevent the commencement or continuation of a letting if appropriate safeguarding paperwork is not in place.
 - ensuring that appropriate records are kept
- Co-ordinate and maintain the School's Risk Matrix ensuring that it is reviewed and updated by senior leaders and any other relevant stakeholders on a termly basis.
- Work collaboratively and efficiently with the whole Finance & HR Office team to meet deadlines, assisting others as necessary.
- Implement mechanisms, in liaison with the Director of Finance and approved by the Accounting Officer, of collecting regular stakeholder feedback, so that approaches, systems, structures and processes can be continuously improved to suit the needs of pupils, teachers and parents.
- Such other duties as may reasonably be required by the Director of Finance.

Team Responsibilities:

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Finance & HR Team and as a member of the wider Operations Team:

- Adopt and project a positive, professional, 'can-do' attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships.
- Enable and support effective communication and information flow across the team.
- Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines.

- Seek to solve problems as they arise
- Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork.
- Provide cover for absent colleagues within the Finance & HR Team as and when required.
- Support, as required, significant events within the School, including (but not limited to):
 - Entrance examinations and Aptitude tests
 - Open events
 - Public and internal examinations
 - Book return
 - Visits
 - Prizegiving
 - Founder's Day
 - Responses to major incidents

When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).

All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.

Employees who work outside pupil term time:

During periods when the School is closed to pupils, members of the Operations Team will be called upon to ensure the efficient and effective execution of School operations, for example by:

- Supporting the Estates Team, including liaising with and supervising contractors and lettings.
- Welcoming visitors to the School – including pupils and members of the teaching staff – and answering queries.
- Monitoring communication channels, including answering telephones, checking and responding to e-mails and opening the post and ensuring that any urgent matters are forwarded to the relevant member of the leadership team.

This list is meant to be illustrative, rather than exhaustive.

Training and Development:

- Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role.
- Participate in training and other professional development activities provided by the School.
- Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role.
- Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.

General Professional Standards:

- Be familiar with and promote safeguarding and child protection requirements, including *Keeping Children Safe in Education* and the School's Safeguarding and Child Protection Policy and procedures.
- Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School's expectations.
- Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.
- Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.
- Promote equal opportunities and celebrate diversity in all aspects of the School and its community.
- Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.
- Maintain high standards in attendance and punctuality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.

This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.