

BASIC JOB PURPOSE

To provide financial support across a range of duties taking responsibility for designated areas so that financial processes related to the work of the school are effectively executed.

	MAIN RESPONSIBILITIES
1.	Input orders onto the Trust 'PS Online' system
2.	Receive and check goods when delivered.
3.	Process and raise invoices, using Trust finance system, to ensure that bills are paid accurately and promptly and accurate up to date financial records maintained.
4.	Administer the finances of school activities, including online payment systems, Nursery Fees (where applicable), Before and After School Club Fees (where applicable) and Trips and Visits, maintaining records to ensure that necessary information is readily available.
5.	Maintain oversight of the School Budget records to ensure accuracy of information.
6.	Collect and count any cash and cheques received e.g. snack money, charity donations and maintain accurate records of all monies received to ensure that all monies are accounted for.
7.	Undertake debt recovery, with a firm, but sensitive approach
Notwithstanding the detail in this job description, in accordance with the School's/Trusts Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Person Specification

Criteria	Essential (E) or Desirable (D)
<p>Knowledge and experience</p> <p>Experience of, and confidence in, working in a finance role and working within policies and guidance as appropriate or other related or equivalent role.</p> <p>Excellent administration skills, is tidy and able to share an office with others.</p> <p>Experience of managing a complete ordering process (procurement)</p> <p>Finance or other business related qualifications</p> <p>Prepared to attend training courses and share information gained with colleagues.</p> <p>Experience of using School ICT based systems/ school management information system / online payment systems.</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p>
<p>Skills and attributes</p> <p>Good organisation skills</p> <p>Attention to detail and analytical skills</p> <p>Excellent communication skills both written and oral.</p> <p>Good ICT skills including Microsoft Word, Power Point, Outlook, Excel</p> <p>Flexible, team player - willingness to support staff in the office when needed.</p> <p>Professional and understands the needs for confidentiality</p> <p>Ability to multi-task and prioritise</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>