



Assistant Finance Officer

Job Description

Post Title:	Assistant Finance Officer
Status:	Permanent, Part/full-time
Line Manager:	Senior Finance Officer
Salary Band:	Band 3 (6-11) - 30-37 hours (negotiable) 39 weeks term time + 2 weeks

PURPOSE OF JOB

- To assist the Finance Office in the maintenance of sound financial systems and controls
- To manage and administer the collection of payments due to the school
- To process and produce official purchase orders
- To process fundraising financial transactions

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

- Produce official purchase orders, ensuring the necessary levels of approval have been obtained, and submitting them to suppliers.
- Process purchase invoices received, matching with purchase orders and ensuring the necessary levels of approval are obtained prior to payment.
- Manage the collection of payments from parents for school trips and visits and other activities, including ticketing for School concerts, shows and other events.
- Manage student applications for music tuition, including collection of fees, liaising with the Music department.
- Manage the sales ledger, including raising of invoices for lettings and other ad-hoc items, and debt management.
- Administer the collection of voluntary donations from parents into School Enrichment Fund and the Better Buildings fund, through regular giving schemes and ad-hoc donations.
- Complete other ad-hoc requests as required.



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GENERAL DUTIES

- Assist with the development of school administrative systems.
- Actively participate in the annual performance management process.
- Participate in team meetings, line management meetings and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with School policies.