



## Ripley St Thomas Church of England Academy

### Job Description

<b>Role:</b>	Finance Assistant
<b>Grade:</b>	NJC APT&C Grade 4 (Points 4-6)
<b>Annual Salary Range:</b>	£7,529 - £ 7,834 (FTE £18,426 - £19,171)
<b>Hourly Rate Range:</b>	£9.00 - £9.55
<b>Weekly Hours:</b>	17.5 - to be worked Monday to Friday
<b>Paid weeks</b>	45.05 paid weeks per year, which is made up of 38 weeks term-time working, one week non-term time working, and 6.05 weeks of pro rata holiday, bank holiday and statutory days
<b>Start Date:</b>	As soon as possible
<b>Responsible to:</b>	School Business Manager

#### Job purpose:

To assist with the financial function within school, with significant focus on maintaining financial records, financial systems and procedures for the school. This could include dealing with correspondence or enquiries from staff, parents and pupils and co-ordinating, monitoring and updating financial administrative/clerical activities or financial processes.

- Assist in the development and implementation of financial procedures and oversee daily financial transactions/activity within the school (e.g. orders, invoicing, banking and cash and accounting entries)
- Reconciliation of accounts
- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested
- Create, send, and follow up on invoices
- Collect and enter data for various financial spreadsheets
- Review and ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by conversing with employees and/or parents
- Create financial reports on a regular basis
- Adhere to financial policies and procedures
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

Individuals in this role may also:

- Assist with funding/grant submissions
- Manage stocks of supplies and consumables
- Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).
- Monitor budgets and report any issues to school management
- Contribute to marketing and promotion of the school

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. You will be proficient at problem-solving and ideally have experience of developing your skills in a financial working environment. The routines listed are not exhaustive and your duties will include any associated financial tasks, commensurate with your grade.

**Essential Criteria:**

Grade C, GCSE (or equivalent) in English and Maths

Excellent financial skills

Excellent oral and written communication

Excellent time management and organisational skills

Ability to work well within a team and follow instructions

Ability to deliver a high level of customer service to the School

Awareness of spreadsheets and manipulation of data

Ability to interpret and communicate School policies to relevant parties

**Desirable Criteria:**

Knowledge of finance software packages (SIMS, Oracle, Sage etc)

Knowledge of SIMS Personnel

Advanced EXCEL and word processing skills