



Wimbledon College

Job Title: Finance Assistant (Maternity Cover)
Salary: Scale 3
Hours: 20 hours per week, 38 weeks per annum (Term Time Only)
Responsible to: Senior Finance Administrator / School Business Manager
Responsible for:

JOB DESCRIPTION

This job description sets out the duties of the post at the time it was drawn up. The Line Manager may vary the duties from time to time, without changing their general character or responsibility entailed.

Basic Objectives of the Post: To support the school in order to provide effective Learning and Teaching by providing an excellent Financial service.

Duties include:

School Expenditure

- Inputting information to Finance system (FMIS), (suppliers, debtors) in accordance with procedures. Use of software packages, e.g. Booking Pro, SIMS, Cashless, , School Gateway/ Parent Pay, SAGE, Word and Excel
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation levels, IR35, budgets and timescales
- Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
- Booking courses for staff and liaising with the CPD Budget Holder, ensuring that approval has been granted and any course paperwork is forwarded to the relevant staff.

- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed budgets, procedures and timescales
- Preparing invoices for processing cheque run/BACS. Uploading files to internet banking facilities and ensuring correct authorisation.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- Chasing overdue orders and invoices.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other School staff
- Assisting with maintenance of the Fixed Assets Register.

School Income

- Maintaining and reconciling a detailed record of non-invoiced income relating to School Trips and maintaining all pupil data relating to School Trips. Assisting staff in organising School Trip payments and provide up to date financial reports.
- Using School Gateway to set up and administer payments, e.g. school trips. Provide guidance to parents and pupils on access and problem solving.
- Processing of School (cheques and cash), and banking of same

Lettings

- Processing of bookings for school lettings and producing up to date weekly schedules. Liaise with hirer; facilities Manager and Site staff to ensure smooth running of the school and proactively assist in seeking solutions. Assist with marketing and promotion of facilities.
- Raising, printing of Sales Invoices from appropriate documentation, checking for accuracy, and distributing to debtors

General

- Maintaining high standards, working within LA 'Scheme of Financing' and 'On the right track' guidelines at all times. To be aware of polices and legislation relevant to administration of public funds. Assisting as required during Audits.

- Establish constructive relationships and communicate with parents, other agencies/professionals.
- Assisting with end of year preparation and procedures.
- Preparing weekly banking for Main and Governor Accounts.
- Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports.
- Providing administrative support to the Finance Department.

ADDITIONAL INFORMATION

- Comply with policies and procedures covering safeguarding, health, safety, confidentiality and data security. Reporting any concerns to an appropriate person.
- To cover duties for absent colleagues, within reason as requested by Line Manager.
- To attend and participate in meetings as required.
- To contribute to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- To actively seek training, other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to train, advise and support others.
- To undertake any other duties commensurate with the duties/responsibilities/grade of the post.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the College. All staff are required to participate in training and other learning activities, and in performance management and development in line with the College's policies and practices.

HOURS: 20 hours per week, 38 weeks per annum;

Hours are worked by pre planned agreement with line manager. 5 days per week, 4 hours per day (i.e. 9.30 am to 1.30 pm). Attendance at evening meetings and events may be required.