

**Monkwearmouth Academy Job Description**

| **Post Title:** | Finance and Administration Assistant |
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| **Reporting to:** | Office Manager |
| **Working Time** | Full time, 37 hours per week, term time only plus 20 days |
| **Key Responsibilities:** 1. Undertake financial administration duties using the Trust’s financial systems in accordance with the financial regulations to include raising purchase orders and sending invoices to the central finance team for payment.
2. Deal with finance related queries from a range of stakeholders working closely with the Trust’s central finance team.
3. Manage any cash coming into school e.g. for educational visits ensuring accurate recording of income and banking.
4. Raise requests for income for the academy e.g. from lettings.
5. Accurately administer cash collections and petty cash.
6. Provide assistance with internal and external audits as required.
7. Working as part of the office team to undertake general administration duties.
8. Responding to student queries at reception.
9. Provide administration support for various event programmes including parent and award evenings.
10. Prepare bulk emails and texts using the academy communications systems.
11. Supporting the PA to the Headteacher and Office Manager with a range of tasks including the provision of administration support to the Senior Leadership team.
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| **Other Specific Duties:**To be a full and active member of the Business Support team, assisting and covering for colleagues across the school. Employees are expected: * To consistently promote the school in a positive light at all times and to all stakeholders and to show respect to colleagues, students and other stakeholders
* To participate in the administration of emergency first aid in school
* Monkwearmouth Academy is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis
* To play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example
* To continue personal and professional development through active engagement in the appraisal process
* To have a commitment to safeguarding and promoting the welfare of children and young people at all times in accordance with the School’s Child Protection Policy and Keeping Children Safe in Education
* To comply with the school Health and Safety Policy
* Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
* To carry out any reasonable request made by the Headteacher.
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