



Many Minds One Heart

# Northfield School & Sports College

## Job Description

**Job Title: Finance Assistant**

**Responsible To:** Director of Business & Finance / Office Manager  
**Grade:** G (point 9 - 12)  
**Working Time:** 22.5 hours per week, term time only plus 10 days  
**Holidays:** School holidays

### KEY PURPOSE OF THE JOB

To assist the Director of Business & Finance in the achievement of the school's educational aims through efficient management of financial resources.

To maintain effective financial control and promote financial probity and value for money within the school.

### MAIN ACTIVITIES:

#### FINANCE

- Providing financial information to the Director of Business & Finance as requested
- Dealing with finance related enquiries from staff, pupils, parents and other parties
- Accurately accounting for, and banking income, including vending, school trip money and money raised for charity events
- Raising orders for goods, supplies and services
- Processing invoices
- Filing financial documentation
- Processing all financial information accurately and to deadline

#### ADMINISTRATION

- Providing general administrative support including processing emails, photocopying and filing
- Assisting staff and pupils by providing them with prompt information and support
- Updating and maintaining manual and computerised records/management information systems
- Dealing with telephone and face to face enquiries efficiently and professionally
- Operating relevant equipment and ICT packages (e.g. word, finance software, databases, and spreadsheets)

## **GENERAL**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of students
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities
- Contribute to the school's responsibility to safeguard and promote the welfare of students

## **SCHOOL ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct

## **CONDITIONS OF SERVICE**

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

## **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

### **EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.