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**ST BERNARD’S HIGH SCHOOL**

*A Catholic Academy*

**JOB DESCRIPTION**

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| **Title of Post:** | **Finance Assistant** |
| Core Purpose: | To provide financial support to the school |
| Responsible to: | School Business Manager |
| Liaison with: | Headteacher, Deputy Headteachers, Assistant Headteachers, Middle Leaders, teachers, School Business Manager, Finance Officer and any relevant support staff. |
| Working Time: | Full time, term time plus one week |
| Salary Scale: | 5-6 |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| Financial and general support | * Purchasing, including liaising with suppliers, raising purchase orders and placing orders. * Managing accounts payable, including invoice processing and preparing payments. * Maintenance of the school’s financial records, inputting payments and receipts into the school’s finance package and other systems. * Liaison with transport companies and staff regarding bookings, payments and queries. * Monitoring and actioning the Finance email inbox. * Book bus and/or coach transport, as necessary. * Manage student overdrafts, when required, and monitor these to ensure they are paid off. * Deal with queries from students and staff. |
| Other specific duties | * To promote the school’s corporate policies. * To continue personal development as agreed. * To actively engage in the performance management review and development process. |
| Additional duties | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.  I am in agreement with this job description.  …………………..…………………………….. ……………………..……………………………..  Post Holder Line Manager | |