



# West Park

*'A caring school where we put pupils and their achievement first'*

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## Job Description

### **Post: Finance Assistant**

Reporting To: School Business Manager

Responsible for: Finance Team

- To assist in ensuring effective and efficient financial management for the school.
  - Operate the school's financial procedures in accordance with internal procedures and statutory guidance / legislation.
  - To support the School Business Manager and Finance Officer with projects and other operational matters as required.
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- Managing the Purchase Order process and set up all new suppliers.
  - Creating, sending, checking and following up on supplier invoices and respond to supplier queries promptly and professionally.
  - Uploading all approved supplier invoices to accounting software and arrange for accurate and timely processing of supplier invoices with the supporting documentation for payment.
  - Managing the supplier statement reconciliation.
  - Ensuring tendering procedures are followed where appropriate.
  - Review of aged creditors and debtors including ensuring prompt payment in line with agreed payment terms, raising queries as necessary.
  - Ensuring regular BACS payments are made and appropriate paperwork for authorisation.
  - Cash management including ensuring that banking of cash/cheques is accurately and promptly processed.
  - Assisting with cashless systems (ParentPay), checking balances, contacting parents, liaising with the Finance Officer and assisting with the input of school trips and other income.
  - Assisting with the management of lettings /minibuses/ other fund-raising initiatives including invoicing (where necessary), recording of receipts and credit control.
  - Processing grant funding received.
  - Assisting with the month end procedures i.e. accruals / prepayments / balance sheet reconciliations.
  - Reporting any improper or suspected wrongdoing to the School Business Manager.
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- Ensuring all transactions are appropriately and promptly recorded on the computerised Financial Management System
  - Ensuring all transactions conform to the requirements of the Academies Financial Handbook / internal Financial Procedures Manual and Financial Scheme of Delegation.
  - Ensuring filing is kept up-to-date.

- Ensuring the finance office telephones are answered and queries dealt with or passed to the appropriate member of staff.

Assisting with the year-end processes including:

- Identifying year-end adjustments i.e. accruals / prepayments;
- Assisting with the interim / year-end audits to ensure the statutory auditors receive all information they require in order to complete their work.
- Assisting with internal auditor visits to ensure all information is provided as necessary;

You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.