

# HENDON SCHOOL



## Job Description

**Title of Post:** Finance Assistant

**Reports to:** Finance Manager

**Accountable to:** Headteacher / Senior Leadership Team

**Manage:** N/A

**Hours:** 25 hours per week over 5 days term time plus 1 week.

**Grade:** 6 - 10

Accountable for:

**Finance:**

### Assisting the Finance Department in:

- General housekeeping and maintenance of all computerised records.
- Administering internal charges between departments as required including Reprographic charges.
- Validation, processing and payment of invoices and sundry payments, including distribution of payments to staff and suppliers.
- Administration of purchase orders from issue, maintenance & tracking maintaining the “web order” process. Review monthly PO commitment report and amend if necessary.
- Reconciling of supplier statements to invoices, requesting copy invoices where required.
- Dealing with general queries from suppliers, staff, contractors and other traded services.
- Handling of petty cash – income, disbursement and reconciliation.
- Dealing with incoming post and emails.
- Appropriate filing of all purchase, sales invoices, journals, payments with monthly check of completeness of records.
- Collecting payments from students and parents and updating records.

- Processing and banking of income, entering all payments on to the schools accounting system.
- Identifying and recording all income due to the school, including resource provision, music, Schools Plus
- Ensure compliance with VAT regulations at all times and assist in the VAT return
- Maintain a detailed record of trip income and expenditure.
- Responsible for the day to day management of PMX (ParentMail) Finance module ensuring trip events are set up and monitored.
- Administer the School's Mastercard Statement, inputting payments onto the system and balancing it to the bank reconciliation each month.
- Maintain the Bursary payment file checking student weekly attendance and processing monthly payments to students via BACS, dealing with any student/teacher queries. Apply for any Vulnerable bursary with ESFA.
- Control of the schools Master Card & Petty cash system.
- Completion of bank/credit card reconciliations

#### **General**

- General office duties when needed
- To assist in Finance Department development projects
- To undertake any other duties appropriate to the grade of the post
- In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.