Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Finance Assistant (Level3) | | **Director/Service/Sector :** | | **Office Use** |
| **Band:** 4 | | **Workplace:** | | JE ref: S191  HRMS ref: |
| **Responsible to:** Finance Officer | | **Date:** | **Manager Level:** |
| **Responsible for:** None | | | | |
| **Job Purpose:** Under the instruction/guidance of senior staff: provide financial/ administration support to the School, maintaining confidentiality at all times. To undertake all aspects of financial processing, cash handling and maintenance of financial records in school, reconciling accounts and assisting with budget monitoring. | | | | |
| **Resources** | Staff | None | | |
| Finance | | Money Handling, Ordering, Managing Budgets | | |
| Physical | | Office Equipment, Accuracy and Security of Databases | | |
| Clients | | Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public). Providing relevant advice and information to Northumberland County Council and Government Agencies | | |
| **Duties and key result areas:**  **Organisation**   1. Deal with complex financial matters and procedures 2. Contribute to the planning, development and organisation of support service systems/procedures/policies 3. Organise transport for school trips/training events 4. Assist with the accountancy for income and expenditure 5. Process orders and invoices in accordance with approved financial practices including best value 6. Process internal recharges within the school budget e.g. copier costs 7. Issue external invoices for recovery of associated expenditure 8. Collection, checking and receipt of monies from students and staff for school-based activities 9. Assist with the day-to-day operation of the School Fund including paying suppliers, receipting income etc. Liaison with staff to monitor individual accounts. 10. Compilation of spreadsheets, processing financial information 11. Processing of internal recharges within the school budget: Reprographics, Examinations 12. Production of adhoc reports 13. Advise Finance Manager of any discrepancies/problems 14. To assist Finance Manager with month and year-end reports.   **Administration**   1. Manage manual and computerised record and information systems e.g. Finance Office word processing and maintain filing system for all financial procedures 2. Correct allocation to budget cost centres within the SIMS computer package 3. Checking of sufficient funds to designated budgets and that Financial Regulations have been met 4. Monthly checking and chasing of outstanding commitments 5. Assisting departments with ordering and providing financial advice. 6. Opening, receipt and recording of all invoices/delivery notes 7. Distribution of invoices to appropriate members of staff for checking and payment authorisation 8. Dealing with suppliers queries 9. Receipting invoices into SIMS package and chasing any outstanding returns on a weekly basis 10. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder. 11. Analyse and evaluate information and produce reports and information as required 12. Undertake typing and word processing and complex IT tasks e.g. handling specific County/school based record systems and databases 13. Prepare monthly lunch duty returns 14. Provide personal, administrative and organisational support to other staff when appropriate 15. Clerk to the Governors’ Finance Committee meetings 16. To deputise for the Finance Officer when necessary   **Resources**   1. Operate relevant equipment and complex ICT packages 2. Monitor and manage stationery stock within an agreed budget, cataloguing resources and undertaking audits as required 3. Implementation of a stock inventory of all school assets 4. Undertake research and provide information to inform decisions 5. Assist with the marketing and promotion of the school 6. Undertake complex financial administrative procedures 7. Assist with the planning, monitoring and evaluation of the school’s budget 8. Manage expenditure within an agreed budget 9. Processing of all school orders within day of receipt (except in exceptional circumstances) 10. Correct allocation to budget cost centres within the SIMS computer package 11. Checking of sufficient funds to designated budgets and that Financial Regulations have been met 12. Monthly checking and chasing of outstanding commitments 13. Assisting departments with ordering and providing financial advice. 14. Opening, receipt and recording of all invoices/delivery notes 15. Distribution of invoices to appropriate members of staff for checking and payment authorisation 16. Dealing with suppliers queries 17. Receipting invoices into SIMS package and chasing any outstanding returns on a weekly basis 18. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder.   **Responsibilities**    1.      Comply with and assist with the development of policies and procedures relating to:  a.       Child protection  b.      Health and safety  c.      Data protection  d.      Confidentiality  Reporting all concerns to an appropriate person.  2.      Support the school’s policies that ensure equality of opportunity  3.      Contribute to the overall ethos of the school  4.      Establish constructive relationships and communicate effectively with external agencies  5.      Attend and participate in regular meetings  6.      Participate in training and development as required.  7.      To undertake other duties and responsibilities as required commensurate with the grade of the post  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.  **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same** | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Own transport may occasionally be required to travel within and out with the County  Normal work patterns  Normally indoors | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:** Finance Assistant (Level 3) | **Director/Service/Sector :** | **Ref**: S191 |
| **Essential** | **Desirable** | **Assess by** |
| **Knowledge and Qualifications** | | |
| NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing   Very good numeracy and literacy skills | NVQ 2  qualification in literacy or numeracy | (a), (t) |
| **Experience** | | |
| Experience of developing and managing administrative systems | Clerical/Financial /Administrative experience gained within a school or educational setting  Experience of managing staff  Experience of managing budgets | (a), (i) |
| **Skills and competencies** | | |
| Effective use of ICT and other specialist equipment /resources  Good ICT and keyboard skills  Ability to work with children and adults  Ability to work as member of a team  Ability to self evaluate learning needs and actively seek learning opportunities | Experience of educational ICT systems and/or other management information systems | (a), (i) |
| **Physical, mental and emotional demands** | | |
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| **Other** | | |
| Willingness to participate in learning and development | Evidence of having undertaken learning outside of the work place | (a), (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits