

# KEPIER

## JOB DESCRIPTION

**Name:**

**Job Title:** Finance Support Assistant

**Salary Scale:** Dependent upon experience

**Additional Payments:** N/A

**Starting on:** TBC

**Contractual hours:** 37 per week      **Weeks per year:** 52

**Hours to be worked:** 8am - 4pm (Mon to Thurs), 8am - 3.30 (Fri)

**Lunch break:** 12.30pm – 1.00pm (flexible)

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**Job Role:** To provide financial administrative support to the school finance team and across the school where relevant.

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### **Main Duties and Responsibilities**

1. To assist in all tasks (including systems), processes and transactions as required within the finance team (and across the school as relevant). To include but not limited to;

- processing purchase and sales order and invoices,
- preparation and posting payroll journals,
- budget monitoring and reporting (as required),
- reconciliations of the financial ledger and reporting,
- VAT and cash flow analysis.

To also assist with maintaining and managing systems and producing reports as needed (ParentPay and SIMS as examples).

### **Line Manager: Finance Manager**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to

undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous and supportive 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.
- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

## **Safeguarding**

Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health and Safety rules and regulations and with Health and Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....

**Signed (Principal)**..... **Date**.....