



# FINANCE ASSISTANT

## JOB DESCRIPTION

### General

- To take complete responsibility for delegated tasks
- To maintain good communications at all levels including telephone & e-mails
- To deal with all communications and correspondence as maybe required by specific areas of responsibility
- To embrace a clear desk and office policy
- To be flexible and adopt new responsibilities as the role develops
- To work in a proactive "can do" manner
- To seek such personal development and training as maybe required
- To develop and implement good time management skills and procedures
- To acknowledge and respect the roles and responsibilities of others
- To maintain in all area's high levels of professionalism
- To maintain good accounting records and financial disciplines
- To assist the Finance Manager with all delegated tasks / responsibilities.
- To be confidential

### 1. Purchase & Purchase Ledger

- Purchase order processing
- Supplier invoice checks and data input
- Supplier payments
- Supplier statement reconciliation
- Related admin and filing

### 2. Sales Ledger

- Process all sales invoices - school and nursery
- Sales invoice data input
- Related admin and filing

### 3. Credit Control

- Process statements
- Debt collection procedures prior to transfer to agency
- Collation of debt history info for case referral to outside agency

### 4. Banking & Cash

- Customer receipts
- Cheque payments
- Petty cash receipts / payments
- Data input
- Bank reconciliation
- Cash reconciliation

### 5. Reports

- Detailed pupil fees / extras
- Pupil deposits
- Detailed nursery fees

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_