

## JOB DESCRIPTION

JD no: 23

### Job Details

Post Title	Finance Assistant
Responsible to	Line Manager

### Purpose of job

To provide general finance administrative support to facilitate the efficient and effective use of the school's budget, under the direction of senior staff.

### Responsibilities

1. Place and process orders and invoices, as directed.
2. Check incoming stock deliveries and arrange for distribution and storage.
3. Arrange payment of invoices, including checking supplier statements, referring any issues to senior staff.
4. Where appropriate, maintain financial records and undertake financial administration.
5. Responsible for petty cash and banking of cash.
6. Enter income and expenditure on the finance system, as instructed.
7. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

1. Receive and record monies from pupils and parents/carers relating for example to school visits, uniform sales etc.
2. Undertake other administrative support duties, such as reception duties.

### Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Finance Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Finance Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Finance Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Finance Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Finance Assistant is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Finance Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Finance Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

# JOB DESCRIPTION

JD no: 24

JD no: 54

## Job Details

Post Title	Finance Officer (primary and secondary)
Responsible to	Line Manager

## Purpose of job

To undertake a range of finance support responsibilities to ensure the efficient and effective use of the school's budget, under the direction of senior staff.

## Responsibilities

1. Undertake a range of financial procedures to include; processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues.
2. Monitor monthly budgets (including departmental budgets) for the academy and prepare/analyse reports for the Principal and Cluster Business Manager, making recommendations as appropriate.
3. Undertake monthly reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
4. Manage petty cash to ensure appropriate use of the school's bank accounts.
5. Assist with the implementation and maintenance of the academy's financial procedures and systems, ensuring adherence to procurement procedures, financial regulations and audit requirements.
6. Maintain the academy's accounting system, ensuring data is accurate, reliable, and stored confidentially, referring any issues to senior staff.
7. Process orders and approve payments ensuring correct financial control, in line with the Scheme of Delegation, is applied.
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

9. Assist with the preparation of the draft annual budget and financial plans.
10. Conduct internal peer audits with other Trust academies.
11. Prepare the monthly payroll for the academy.
12. Undertake day-to-day supervision of finance staff.
13. Receive and record monies from pupils/parents/carers.

## Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Finance Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

## Student Care Role

- The Finance Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

## Training and Development

- Training and development will be given to ensure that the Finance Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The Finance Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Finance Officer is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Finance Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The Finance Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

**Job Details**

<b>Post Title</b>	School Business Manager
<b>Responsible to</b>	Line Manager

**Purpose of job**

To provide a full range of finance administrative support to the school.

**Responsibilities**

1. Provide day-to-day operational leadership and management for non-educational functions in the Academy, ensuring the smooth operation and timely delivery of all school support functions.
2. Be accountable for the implementation of Trust policies and procedures across all non-educational functions in the Academy, including but not limited to, procurement, recruitment and HR.
3. Ensure compliance with relevant internal controls and legislative frameworks appropriate to the school's non-teaching functions, liaising with Trust colleagues and external agencies where required.
4. Implement the efficient operation of support services in line with the needs of the school, consulting with senior colleagues as required.
5. Undertake a range of financial procedures to include; processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues.
6. Monitor monthly budgets (including departmental budgets) for the academy and prepare/analyse reports for the Principal and Cluster Business Manager, making recommendations as appropriate.
7. Undertake monthly reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
8. Manage petty cash to ensure appropriate use of the school's bank accounts.
9. Assist with the implementation and maintenance of the academy's financial procedures and systems, ensuring adherence to procurement procedures, financial regulations and audit requirements.
10. Maintain the academy's accounting system, ensuring data is accurate, reliable, and stored confidentially, referring any issues to senior staff.
11. Process orders and approve payments ensuring correct financial control, in line with the Scheme of Delegation, is applied.
12. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

13. Assist with the preparation of the draft annual budget and financial plans.
14. Conduct internal peer audits with other Trust academies.
15. Prepare the monthly payroll for the academy.
16. Line management of support staff within the academy.
17. Receive and record monies from pupils/parents/carers.

**Assessment and Reporting**

- Standard of work will be assessed by the Line Manager and as such the School Business Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

**Student Care Role**

- The School Business Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### **Training and Development**

- Training and development will be given to ensure that the School Business Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### **Communication**

The School Business Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The School Business Manager is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The School Business Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

#### **Appraisal**

The School Business Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.