

<b>JOB DESCRIPTION</b>	<b>JD no: 23</b>
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**Job Details**

<b>Post Title</b>	Finance Assistant
<b>Responsible to</b>	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 20 hours per week for 39 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.