

Job Description for Finance & Administration Assistant

Job Purpose:	To undertake a variety of administrative procedures to support the efficient running of the school office and the school's financial administration. To ensure the school's financial and administrative systems run accurately, legally, and efficiently, supporting the Headteacher and School Business Manager (SBM) while maintaining strict compliance with financial regulations and safeguarding policies
Line Management:	Reporting to: Headteacher & Business Manager
Liaising With:	Headteacher, Senior Assistant Headteacher, Assistant Headteachers, Teachers, Support Staff, Governors, Parents, LA Representatives, External Agencies.
Salary Scale:	Grade 6
Working Time:	8.0am-4.00pm, Tuesday – Friday (30 hours per week)

1. KEY ACCOUNTABILITIES

1. Carry out daily administrative duties, including answering calls, responding to emails, and managing correspondence
2. **Front-of-House:** Act as a first point of contact for parents, visitors, and external callers, providing a welcoming and professional reception service to visitors, staff, and pupils
3. Answer telephone calls, monitor office email, sort post and deliveries, receive visitors to the school and deal with routine enquiries.
4. Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
5. Reconcile funds in hand and transfer to the school's finance system
6. Enter data into the school's finance systems and produce reports as necessary (e.g. creating purchase orders)
7. To receive and prepare for banking all monies received by the school;
8. To collect money and record payments for school meals, trips and events, reconcile funds in hand and transfer to the school's finance system.
9. **Purchase Orders & Invoices:** Process purchase orders, check incoming invoices, and enter data into accounting/finance systems
10. **Reconciliation:** Perform bank reconciliations, and reconcile online/card payments.

11. **Income & Banking:** Handle the collection, recording, and banking of school income (such as trips, school shops, and lettings)
12. **Records Management:** Maintain accurate computerised and manual records, including student/staff databases and filing systems.
13. **Correspondence & Communications:** Manage the finance and admin email inboxes, distribute mail, and draft routine administrative correspondence.
14. **Support Services:** Assist with school event/trip administration, exam support, or facilities bookings as required.
15. To process authorised staff expenses and process on the school's payroll systems and prepare monthly overview for payroll input.
16. To process orders and payments on the school's finance system;
17. To receive goods and deliveries to the school and place orders for goods as required;
18. Support with financial procedures, including processing invoices, orders, and petty cash in line with school policies
19. Maintain accurate financial records and assist with budget monitoring and reporting
20. Support the preparation and processing of payroll data (authorized staff expenses) and staff absence records
21. Maintain and update school databases and management information systems as required
22. Liaise with external suppliers and service providers as required
23. Support with general office duties, such as photocopying, filing, and ordering supplies
24. Assist with the implementation of the school's safeguarding and health & safety policies
25. To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by the Headteacher, Business Manager or Admin Officer.

Person Specification & Requirements

- **Qualifications:**
 - Minimum of 5 GCSEs (grades A–C or 9–4) including English and Mathematics.
- **Experience:**
 - Previous experience in financial administration, accounting, or a busy office environment—ideally within an education setting.
- **Skills & Knowledge:**
 - Strong numeracy and high attention to detail.
 - Proficiency in ICT packages, particularly Microsoft Excel and computerized accounting software.
 - Understanding of data protection (GDPR), confidentiality, and school safeguarding standards.
- **Safer Recruitment Checks:**
 - Enhanced Disclosure and Barring Service (DBS) clearance

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

2. SIGNATURES



This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by Postholder_____ Date_____

Signed by Headteacher_____ Date_____