



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL

Finance Assistant Job Description

Role	Finance Assistant
Salary	The salary will be commensurate with the experience and qualities of the successful candidate
Contract Basis	Permanent
Hours of Work	36 hours per week, 52 weeks per year
Job Purpose	To support the Finance Manager and Head of Finance in providing a professional and efficient finance function.
Responsible to:	Finance Manager
Accountabilities	<p>1. Finance</p> <ul style="list-style-type: none">• Adhere to the School Finance Policy.• Process all financial transactions accurately and in accordance with school guidelines.• Maintain purchase ledger – including raising purchase orders, posting supplier invoices, dealing with queries, preparing payment lists and sending remittance advices.• Preparation of daily bank reconciliation.• Raising invoices on ParentPay and reconciling money received.• Support Finance Manager in raising tuition fee invoices.• Act as first step in credit control process, sending first and second reminders to debtors, escalating those that need further action to the Finance Manager. <p>2. Administration</p> <ul style="list-style-type: none">• Responsibility for management of the Finance mailbox, actioning all incoming and outgoing emails by responding to stakeholder queries – including staff, parents and suppliers – where necessary and ensuring that queries that need to be escalated to Finance Manager / Head of Finance are actioned promptly. <p>3. Personal Responsibilities</p> <ul style="list-style-type: none">• Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.• Actively promoting school policies and procedures.

	<ul style="list-style-type: none"> • Responsibility for own continued professional learning and development. • Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate. • Attending meetings scheduled in the school calendar punctually. • Adhering to the School's Safeguarding Policy.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Be a role model based on our values. • Engage actively in the performance review process. • Adhere to school policies. • Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head, Senior Leadership Team or Line Manager.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative, but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties.

PERSON SPECIFICATION

Skills Required

Excellent organisational and time management skills, with the ability to manage multiple activities simultaneously	Essential
Strong customer service and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential
Strong attention to detail and a commitment to maintaining high professional standards	Essential
Excellent IT skills, including the use of Microsoft Office applications and online booking systems	Essential
Willingness to learn new skills and participate in relevant training opportunities	Essential
Always recognising the importance of sensitive information and the need for confidentiality	Essential

Knowledge Base

Knowledge of Microsoft Office, particularly Excel	Essential
Knowledge of SIMS information system	Desirable
Strong analytical skills and numerical ability	Essential
Knowledge of legislation, policies, procedures and good practice, relating to safeguarding, child protection, health and safety, confidentiality and GDPR	Desirable

Qualifications/Attainment

AAT Level 2 or above or equivalent finance experience	Essential
Educated to GCSE level (or equivalent), including English and Mathematics	Essential

Experience

Experience of working to deadlines in a busy environment	Essential
Experience in a previous finance role	Desirable
Experience using finance systems (e.g. PS Financials or similar)	Desirable
Experience of working within an educational or similar regulated environment	Desirable
Experience of delivering a high standard of customer service	Essential

Personal Qualities

Forward thinking, self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations	Essential
Excellent communication skills, both verbal and written	Essential
Ability to act decisively with the ability to recognise when escalation or authorisation is required	Essential
Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential

Professional and approachable attitude	Essential
Flexibility of approach	Essential
Willingness to learn new skills	Essential

Safeguarding

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential
Can demonstrate an ability to contribute towards a safe environment	Essential

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