**JOB DESCRIPTION**

**FINANCE ASSISTANT**

**1 Year Fixed Term Maternity Cover**

**Hours:** 25 hours per week term time only + 10

**Salary:** Mosaic Support Staff Pay Scale (Inner London), SO1, Points 29

**Responsible to**: Headteacher

**MAIN PURPOSE OF THE POST**

* To be a reliable member of the school team working with the Headteacher, Finance Specialist and within the Administration Team.
* To assist the Headteacher with the day to day financial management of Mosaic, ensuring compliance with the requirements of a free school.
* To ensure high standards of financial probity and Value for money within Mosaic.
* To undertake key administrative functions across Mosaic.
* To co-operate with teachers, teaching assistants, pupils and parents to provide a high quality care in a stimulating environment with a commitment to the school’s policies and Jewish Ethos.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To provide efficient and accurate finance assistance to the Headteacher, including:
2. Processing invoices.

Specific tasks will include:

1. Chasing on overdue payments
2. Reconciliation of supplier statements
3. Understanding of basic concepts of accruals based accounting, or willingness to learn.
4. Preparing BACS payments.
5. Coordinating the purchase of goods and supplies, ensuring that Mosaic obtains best possible value for money from suppliers and contractors.
6. Ensuring the control of petty cash and staff expenses, ensuring receipts are obtained for all purchases and proper records are maintained.
7. Ensuring the receipt, recording, safekeeping and banking of any cash income.
8. Undertaking monthly bank reconciliations.
9. Managing the “Magic Booking” system for cashless catering, trips and contributions, including the chasing of any monies owed.
10. Maintaining the accounting filing system, ensuring that accounting records are suitable for audit purposes.
11. Ensuring all financial deadlines are met.
12. Assisting the Headteacher with the production of financial reports.
13. Providing assistance to members of staff with regard to financial policies and procedures.
14. Ensuring that approved procedures are followed in ordering and receipting and authorising purchases of goods and services
15. Ensuring that invoices for services are raised promptly and receipt of income monitored and assigned to the correct budget
16. Ensuring that all cash received is properly receipted, recorded and banked.
17. Liaise with Assistant School Business Manager to update Pay and Remuneration in line with salary scale increase to ensure information is correct and up to date in budget.
18. Manage all SEN Income, ensuring all funding is received and future SEN income planned for.
19. Ensure Pupil Premium funding data is correct and correct funding received, liaising with external agencies as required.
20. Monitor and update FSM data, ensuring that the correct information is available for the pupil school census.
21. Ensuring that month end journals are posted in an accurate and timely manner.
22. Maintain and distribute budget reports to relevant staff members/budget holders and manage any budget holder queries.
23. Maintain and monitor Parent Contribution funds, liaising with the Governors as required.
24. Carry out any other tasks as requested by the Headteacher.
25. Ensure school website is compliant with relevant financial documents
26. Source funding raising where applicable and apply for funding if required.
27. To oversee lettings and keep lettings policy up to date.
28. Debt management
29. Financial scheme of delegation

**Other:**

1. Undertake training and development relevant to the post.
2. Work alongside the financial specialist
3. Attend Governors meetings as required
4. To demonstrate flexibility and reliability to meet the needs of Mosaic.
5. To help create a strong community characterised by consistent, orderly behaviour and caring, respectful relationships.
6. To demonstrate discretion and an understanding of confidentially at all times.
7. To demonstrate a commitment to equality of opportunity for all members of the Mosaic community.
8. To meet the expectations of all Mosaic staff as laid out in the Code of conduct and other relevant policies.
9. To uphold the policies with consistency and diligence, including Safeguarding, Health and Safety, and Equality and Diversity Policies.

**CHILD PROTECTION AND SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation

To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.

To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

* Annual formal review of performance with Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher and undertake work of a similar level not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**PERSON SPECIFICATION FOR Finance Officer**

**Essential = E Desirable = D**

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| --- | --- | --- |
| **Experience** | * Administrative/financial experience within a professional or schools environment * ability to work independently * a proactive approach | E  E  E |
| **Knowledge/Skills** | * You will possess good literacy, numeracy and ICT skills * To have knowledge of financial processes in Academy/Free Schools * Have or be prepared to undertake relevant financial qualification. * Understanding of FMS/financial systems * Knowledge of end of year accounts * Knowledge of Debt management * Understanding of procurement/best value for money * Working within schools financial scheme of delegation * Possess excellent communication skills * Demonstrate a good standard of spoken and written English * To possess excellent interpersonal skills in the management of pupils and parents and other stakeholders | E  E  E  E  E  E  E  E  E  E  E  E |
| **Personal Qualities & Attributes:** | * Experienced, well organised, enthusiastic and highly effective administrator * A proven record of a high level of attendance at work * Honesty, trustworthiness and a high level of pride in work undertaken * Able to work effectively with little supervision * Able to meet deadlines * Polite and courteous to members of the public * Calm and patient when under pressure * Co-operative with other employees, parents and visitors * Able to show initiative and work proactively to ensure the smooth running of the office * Commitment to equality principles and practice and to the school’s equal opportunities policy * Willing and able to start work early when required * Friendly, calm and professional manner * Ability to work in a team and display shared responsibility | E  E  E  E  E  E  E  E  E  E  E  E  E |