

**Linden Lodge School -
Job Description**

STATUS

Job Title: Finance Assistant
Accountable to: Finance Manager
Grade: Scale 4 Points 7 - 10
Hours: 36 hours – All Year Round

CONTEXT

To provide support to the Finance Manager and Senior Leadership Team in planning, development, organisation and monitoring of support services including financial and administration procedures and resource procurement.

Finance Role

- Update financial information and Sims FMS system ensuring accurate, timely compilation and completion of statistical information and the meeting of annual and monthly finance deadlines, as required
- Be responsible for entering data on the computerised Sims FMS system
- Provide a range of financial and budgetary information as required, ensuring accurate monitoring of budgetary expenditure across cost centres throughout the year
- Operate within the schools financial procedures in accordance with statutory guidelines, financial regulations, School/Academy audit policy and practice
- Ensure accurate recording of data relating to the purchasing, ordering, scheduling, receipting and payment of goods and services, ensuring that financial deadlines are met
- Manage and report on all income and expenditure from all school accounts in consultation with Finance Manager
- Advise the Finance Manager on the procurement, management and audit of resources to include school inventory
- Support management and monitoring of appropriate service contracts, service level agreements, school licences and insurance
- Implement Data Protection and other legislation to ensure confidentiality of records and information
- Produce and respond to correspondence as required
- Identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date
- Communicate with a range of audiences including other employees within the school, governors, pupils and parents

- Assist the Finance Manager with Month End Procedures
- Work as part of a team to support reception/front of house
- Operate relevant equipment and complex ICT packages
- Provide advice and guidance to staff, pupils and others, where necessary.

General

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- In accordance with the provisions of the Data Protection Act 1998 and GDPR regulations, job holders should take reasonable care to ensure that personnel data is not disclosed outside Council procedures, or use personnel data held on others for their own purposes
- In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personnel information are dealt with in accordance with the Council's written procedures and in consultation with the Finance Manager and Senior Leadership Team.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act 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</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>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</p>
<i>Leadership</i>	To work under overall supervision of the Finance Manager.
<i>Teaching and Learning</i>	Participate in training and other learning activities and performance development, as required
<i>Service and Self Review</i>	<p>Participate in the Service's Self Review of performance</p> <p>Recognise own strengths and areas of expertise and use these to advise and support others</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all time
<i>Supporting other colleagues</i>	Establish constructive relationships and communicate with other agencies and professionals



Work as part of a team, understanding school roles and responsibilities

Work with and support other colleagues to ensure the smooth and effective running of the Finance Office.

GENERAL DETAILS

REVIEW

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.