



JOB DESCRIPTION

Job Title: Finance Assistant
 Start Date: September 2024
 Accountable to: Finance Manager
 Hours: 37 hours per week
 8.30am – 4.30pm Monday-Thursday & 8.30am-4pm on Fridays, includes a daily 30-minute unpaid lunch break
 Term time only, plus INSET days, plus 2 additional weeks in the summer term
 Salary: Grade 5/6 (depending on experience)

Job purpose:

- To support the financial operations of the school.
- To keep accurate information to allow the Finance Manager to provide the strategic financial direction.

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a school that has a special support centre for students with physical and sensory needs. We are effective in delivering outcomes that provide well for all students’ needs. Students are well prepared for the next stage of their education, training or employment.

Key Accountabilities	Key Tasks
Deputise and General Finance	<ul style="list-style-type: none"> • Deputise key operational tasks in the Finance Manager’s absence. • Assist Finance Manager to ensure: • WSCC Financial Procedures and guidelines are adhered to. • All financial records and documents are maintained and recorded appropriately and are readily available for inspection. • WSCC Financial returns are completed and submitted within WSCC deadlines. • The continued operation, maintenance and development of the school’s financial processes.
ParentPay	<ul style="list-style-type: none"> • Maintain and manage the school’s ParentPay system - online system to collect monies for school events, student purchases and lettings, • Transfer income / charges from ParentPay into appropriate school account.
Orders	<ul style="list-style-type: none"> • Process order requests on Bromcom (WSCC financial management software). • Process online order requests using assigned school credit card and input onto Bromcom.

Payments	<ul style="list-style-type: none"> • Process school budget invoices onto Bromcom producing BACs payments or cheques for signature. • Process credit card invoices onto Bromcom • Reconcile school credit card statement. • Process invoices for all other unofficial school accounts, applying School VAT Saver Scheme and raise cheques for signature.
Banking	<ul style="list-style-type: none"> • Manage preparation of monies ensuring safe handling and banking procedures. • Record banking details onto Banking Control Sheets. • Record banking details onto appropriate financial systems. • Order any foreign currency as required. • Accompany Finance Manager to bank as required. • Assist Finance Manager with bank reconciliations.
Petty cash	<ul style="list-style-type: none"> • Operate the school's WSCC petty cash account.
Invoices	<ul style="list-style-type: none"> • Raise any external invoices to outside suppliers as requested. • Monitor receipt of payments and chase up any debtors.
Departmental Budget Controls	<ul style="list-style-type: none"> • Work with school departments and staff to ensure that they remain within budget. • Investigate any budget queries and take corrective action as necessary. • Action half termly photocopy re-charges
Budget Monitoring	<ul style="list-style-type: none"> • Assist the Finance Manager with aspects of budget monitoring and setting.
Unofficial School Accounts	<ul style="list-style-type: none"> • Assist with the preparation of all other non-WSCC school accounts: School Fund, PTA, and LNC Trust Fund Account.
Staff Claims	<ul style="list-style-type: none"> • Oversee the monthly submission of overtime claim forms to WSCC. • Oversee the process and submission of Lunch Duty claims to WSCC.
ID Manager and School Meals	<ul style="list-style-type: none"> • Oversee school meal processes. • 'Fingerprint' new students using ID Manager (fingerprint scanner) system and check that they come across to ParentPay and Impact (Canteen software). • Liaise with WSCC regarding Free School Meal student list and new FSM applications. • Liaise with canteen staff on any school meal issues arising. • Order vouchers for FSM students to cover holiday periods.
General Duties	<ul style="list-style-type: none"> • To take on additional or similar duties as reasonably defined and directed by Senior Management or a member of the Headship team. • Have an appropriate understanding of policies, procedures, responsibilities and statutory duties relating to child protection, safeguarding, equal opportunities, health and safety and security, confidentiality and data protection. • Participate in training and other learning activities as required, and to participate in appraisal and professional development opportunities.

