



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Finance Assistant

SCHOOL: Skylark Federation

GRADE: [East Sussex Single Status Grade 5](#)

RESPONSIBLE TO: Business Manager

Purpose of the Role:

To administer and prepare all school accounts and to assist in the preparation of budgets. To provide support to the bursar in all financial and administrative functions.

Key tasks:

1. Administer the school budget on the school's Local Management System. To undertake regular reconciliation of SIMS and LAFIS accounts.
2. Monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers.
3. Bank all school income including School Fund. To ensure all income is accurately accounted for, and receipts given for cash.
4. Administer the Petty Cash account.
5. Process orders and receive and distribute supplies.
6. Maintain records for audit and prepare for audit visits.
7. Administer the School Fund and all related financial records.
8. Administer supply and overtime claims and monitor absences. To support the Bursar in the daily administration of cover.
9. Monitor and invoice all lettings of premises.
10. Support the Bursar in the preparation of budgets
11. Assist the Bursar with the preparation of reports for the Governing body.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to work in an organised and methodical manner
- Ability to maintain efficient record keeping systems
- Ability to assist with the production of accurate records and reports as required
- Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- Ability to show sensitivity and objectivity in dealing with confidential issues

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- A recognised qualification in financial management or equivalent

Essential knowledge

These criteria will be assessed at the application and interview stage

- A basic knowledge of the financial workings of a school
- Some knowledge of budget management and accounting techniques
- Knowledge of, or willingness to learn, a range of computer applications including financial management systems

Essential experience

These criteria will be assessed at the application and interview stage

- Some experience of budget monitoring and account reconciliation
- Experience of producing standard financial reports
- Experience of undertaking a range of clerical and administrative duties, including data input and retrieval

Other essential criteria

These criteria will be assessed at the application and interview stage

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Date (drawn up): November 2009

Name of Officer(s) drawing up person specifications: JM

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No