



MILL HILL COUNTY HIGH SCHOOL

Promoting Harmony – Aiming Higher – Achieving Excellence

Title of Post: Finance Assistant

Salary: SCP 23 – 26, £25,628 - £28,557

Commencement: Immediate

Contract: 36 hours per week

Weeks per Year: Term Time Only plus 2 weeks

Purpose: To ensure the accurate and timely administration of financial records

Responsible for: Finance administration

Reporting to: Senior Finance Officer

Job Description:

- Maintain the PS Financial package including the Purchase, Sales and Nominal ledgers
- Produce the Purchase Order Status Reports for Budget Holders
- Prepare invoices for monthly reconciliation
- Prepare monthly VAT return
- Process all orders and invoices following the procedures set out in the finance manual
- Process monthly accruals and prepayments
- Maintain records of pupils taking music lessons, prepare appropriate invoices three times a year and manage all correspondence and queries
- Periodically chase debtors for payment
- Handle all cash collections, disbursements, and banking
- Check all travel and staff claim forms and process once coded
- Maintain records for School Journeys and liaise with Department Technicians about banking and payment of invoices for each individual trip
- Maintain records for Walks and Charities in liaison with the Trustees. Process all banking, orders, and payment of invoices from the Private Accounts
- Assist with the preparation of the accounts for the Auditors
- Using Parentpay set up Trips and events and provide updates to Teachers when required
- Produce other financial information as required
- Process correspondence regarding accounts and provide information for answering queries in respect of finance and the budget
- Create and maintain an efficient record and filing system for financial information, including the appropriate archiving and disposal of data
- Maintain an accurate procedures manual
- Undertake receptionist/telephonist duties to cover lunch times, ill health, and other absences
- Other duties as required by the Senior Finance Officer and Finance Director

Knowledge, Experience and Skills

Essential:

- Excellent ICT practitioner
- Highly accurate when dealing with data, with strong attention to detail
- The ability to demonstrate initiative and independence
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent time manager with the ability to work to tight deadlines
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders
- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence
- Demonstrates the importance of confidentiality

Desirable:

- Previous experience of using PS Financial
- Previous experience of using SIMS
- Previous experience of using Parent Pay
- Previous experience of working within a similar role
- Previous experience of working within a school setting

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.