

JOB DESCRIPTION

ASSISTANT FINANCE OFFICER

Name:

Scale: 2D

Responsible to: Senior Finance & Personnel Officer

Job Purpose: *To process all financial transactions associated with the school fund; to assist with the operation of the purchase ledger*

Main Duties and Responsibilities:

1. To maintain accurate computerised records for the school fund:
 - Receiving and banking money from students at the Cashier point at breaks and lunchtimes as required, issuing individual receipts and recording each individual receipt on the school fund accounting system.
 - Receiving and banking charitable collections and donations.
 - Ordering goods, processing invoices and making payments.
 - Reconciling monthly bank statements for the school fund account.
 - Issuing account status reports to staff and others as required.
 - Carrying out year end procedures, producing balance sheets and other reports as necessary.
2. To assist in operating and maintaining the school's purchase ledger:
 - Processing invoices in FMS, ready for authorisation by the Senior Finance and Personnel Officer.
 - Payment of invoices after authorisation.
 - Handling petty cash, posting all expenditure transactions to FMS.
 - Processing orders as required in the absence of the other Finance staff.
3. Work with the other Finance Staff to review and update outstanding commitment on a termly basis.
4. To receive and bank money, issuing receipts re income relating to the school budget.
5. To gather information for the completion of insurance claims in respect of school journeys, break-ins and accidental damage to school property. Liaise with the school's insurance company.
6. To assist the Finance & Personnel Officer in maintaining and monitoring the school's finance records on FMS including journal processing, analysis and reconciliation of cost centres, as required.
7. To practice and promote fair and equal treatment of staff and others throughout the course of performing all duties contained with this job description.
8. To undertake other duties of a similar level and responsibility as may be required from time to time.

Employee Signature:

Line Manager Signature:

Signed:

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Date:

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