

JOB DESCRIPTION

Job Title:	Finance Assistant
Hours:	Full Time, All Year Round
Reports to:	Bursar

Main Purpose

To assist the Bursar in the efficient and effective running of the School's finance department, with key emphasis on the purchase ledger

Key Responsibilities

- Manage the school's purchase ledger
- Manage the school's petty cash
- Manage school purchases

Key Duties

1. Ensure all purchase invoices are approved and process all purchase invoices received
2. Produce regular payment runs to ensure we pay all suppliers on time.
3. Process all credit card transactions
4. Manage the school's petty cash
5. Raise purchase orders for the school and place orders
6. Reconcile money received from charity fund raising events and ensure it is paid over.
7. Bank cash.
8. Assist the Finance Officer in any tasks.
9. Support the Bursary team in other duties.
10. Any other duties as may be required by the Bursar or the Principal from time to time in support of the overall activities and smooth running of the school

This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

PERSON SPECIFICATION

The successful applicant must be able to demonstrate the following criteria:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Educated to GCSE Standard or equivalent in Maths & English	✓	
Educated to A level or equivalent		✓
Relevant Financial Professional Qualification –part qualified		✓
Experience		
Experience of working within a finance related role.	✓	
Experience of using financial system software		✓
Experience of dealing with staff at all levels and members of the public	✓	
Experience of working within an educational setting		✓
Experience in handling cash and raising orders.		✓
Specialist Knowledge		
Proficient knowledge and skill in the use of Excel	✓	
Working knowledge of purchase ledger and financial reconciliations		✓
Proficient in the use of ISAMS and I-FINANCE		✓
Personal Skills		
Excellent organisational, time management and administrative skills	✓	
Proactive, able to use own initiative and problem solve	✓	
Ability to work effectively under pressure	✓	
Good communication skills both oral and verbal	✓	
Diplomatic and tactful - embracing the distinctive ethos of a Catholic Marist School	✓	
Ability to multi-task, prioritise and work calmly under pressure	✓	
Flexible approach to working hours and willing to work occasionally outside routine hours for significant school events	✓	
Other		
Commitment to the safeguarding of staff and students.	✓	
Has the highest expectations of their own work and that of others.	✓	

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Feet on the ground. Reaching for the stars.