

Job Title	Finance Assistant
Responsible to	Accountant
Staff Managed	N/A
Job Purpose	To provide effective and efficient end to end processing of all aspects of the daily accounts payable and receivable requirements of the school.
Responsibilities	<p>Finance Administration</p> <ul style="list-style-type: none"> • Undertake day-to-day financial administration including processing and recording financial transactions for accounts receivable and accounts payable including fee billing and school income. • Working with the accountant, assist with undertaking a timely reconciliation of income and expenditure to bank account, credit cards, the petty cash account and all control accounts. • VAT: work with the Accountant to set up for the introduction of VAT. Accurately process and submit quarterly VAT returns. • Debtors: undertake regular review of debtors and take action as required. Chase outstanding fee debt and report to the Accountant and Business Manager • Deposits: ensure accurate deposit holding, accounting and refunds. • Audit: work in collaboration with the Accountant and Business Manager to prepare year end accounts and reports for external annual audit. Work with the auditors to provide information and additional documentation/reports as required. • Invoices: collate and process invoice requests ensuring all coding, calculations and treatment of VAT are correct. Receive and allocate payments against invoices. • Filing & Archiving: maintain an accurate filing and archiving system suitable for audit purposes. • General: deal with queries from suppliers, debtors, budget holders and other staff, parents and pupils. • As a member of the Support Staff Team, participate in the cover support of the Front Office for meetings, event, holidays and absence. • Experience of using Sage is desirable but not essential. • Annual archiving of financial and staff files in accordance with the retention of records policy <p>Other</p> <ul style="list-style-type: none"> • Participate in training and other learning activities, performance and professional development as required. • Be aware of and comply with current legislation concerning, but not limited to Equal Opportunities, Health and Safety at Work, Fire Safety. Be aware of and comply with the school's policies and procedures relating to Child Protection/Safeguarding, health and safety, security, reporting all concerns to the appropriate person. • Undertake all duties reasonably requested in a manner consistent with the mission and aims of Cundall Manor School. <p>Confidentiality</p> <ul style="list-style-type: none"> • The post holder must at all times maintain the complete confidentiality of the material and information that they handle.

	<ul style="list-style-type: none"> • Maintain and record accurate information in line with Compliance, GDPR and Freedom of Information Regulations.
Personal Qualities	<p>Good communication skills including the ability to resolve difficult situations with staff or parents effectively.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to work under pressure and to tight deadlines.</p> <p>Ability to prioritise workload effectively.</p> <p>Excellent attention to detail.</p> <p>Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.</p>
Other Conditions	<p>Experience of computerised accounting systems including Sage and automating procedures would be desirable.</p> <p>Experience of working with VAT would be desirable.</p> <p>Experience of working in the independent school sector is desirable but not essential.</p>
Salary	Dependant on experience
Contract	Part time, term time only