

URSULINE HIGH SCHOOL
ASSISTANT FINANCE OFFICER
JOB DESCRIPTION

Post Title: Assistant Finance Officer

Grade: ME5, points 5 – 6, currently £21,591 to £21,981 [paid pro rata]

Responsible to: Finance Officer

Date: March 2020

General Purpose: To support the Finance Officer with financial processes

The Assistant Finance Officer will be employed for 42 weeks per year to enable essential work to be processed throughout the year.

Specific Duties:

1. Supervision and oversight of work for the Accounts Assistants in the reception office, ensuring deadlines are adhered to.
2. Reconciliation, collection and banking of all money, particularly catering - an average of £12,000 per month. Using SIMS FMS package to record this and all other financial data. Reconciliation of bank statements.
3. Investigating and resolving financial anomalies on bank accounts to ensure continuous monetary control. Assisting the finance officer with compliance to financial regulations, including CFR, audit and end year procedures.
4. Liaising with faculty heads throughout the year to ensure that they comply with their financial limits, including photocopying. Issuing cost centre based progress reports and advising business manager in the event of any budgets being exceeded.

5. Operation of school fund, school trip and private funds accounts, providing receipts for cash and cheques, keeping records on Quickbooks, FMS and Excel.

Monitoring income and expenditure by heads of department, plus quarterly returns to insurers of students and staff on trips.

6. Operation of petty cash for public funds and receipt of cash, currently £300 float.
7. Operation of the school's letting arrangements including issuing quotations and accounts to users, receipt of payments and bank processing.
8. Maintaining and updating the school's financial control manual and ensuring that all staff are aware of its content in order to comply with its requirements.
9. Responsible for stationery account, ordering, maintenance and compliance with budget limitations. Obtaining quotations as necessary.
10. Oversight of inventory of furniture and equipment on computerised inventory register and ensuring its update annually, prior to audit visits.
11. Checking signatures and ensuring accounts paperwork is correct on a monthly basis to comply with audit requirements.
12. Arranging photographer for school photographs to generate income for the school, and to ensure photos are compatible with school software.
13. Arranging minibus tests through outside agencies and first aid tests through Merton or training establishments as necessary; issuing and monitoring of entrance passes to teachers and visitors; dealing with problems on the telephone system; dealing with insurance claims.
14. Using word processing, excel and database packages to prepare letters and reports as necessary.
15. Understanding of various data base packages which make up the Facilities system to enable cover in these areas if required.
16. Assisting with visitors and telephone enquires as required; assisting teaching staff and other administrative staff to aid the smooth running of the school.
17. Dealing with such other tasks consistent with this level of responsibility as they may be required.
18. Supporting your own well being and that of colleagues.
19. Working within the ethos of the school, in a positive and helpful manner.
20. To safeguard the well being of students at all times.

21. Undertaking such other duties as may be required by Headteacher and Director of Finance.

19. Undertaking such other duties as may be required by Headteacher, School Business Manager or Finance Officer.