

JOB DESCRIPTION

Job information as shown on organisation chart

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| Job Title Senior Finance Assistant | Post No: SFA1 | Grade: HC6 |
| Academy Fairfield High School | | |
| <p>Organisational information:</p> <p>Responsible to: Director of Finance</p> <p>Professionally responsible to: SLT and Governors.</p> <p>Key relationships/Functional links with: Governing Body, School Senior Management Team, LA, Hoople, Auditors, parents, Legal Services, local Primary Schools, local businesses, DfE, EFA, Banks, School Property Surveyor, Assets Manager and contractors.</p> | | |
| <p>Main Purpose of Job:</p> <p>To provide financial support to the school and ensure that all accounting transactions are processed in a timely manner so that accurate financial reports can be prepared following the end of each calendar month. In addition the Senior Finance Assistant will ensure that all relevant accounting transactions have been processed at the end of the financial year so that annual accounts may be prepared, audited and submitted to the Education Funding Agency within prescribed time limits.</p> <p>Assist the Director of Finance in ensuring that the academy has in place accounting practices that will allow the academy to engage in the effective management of its allocated funds.</p> <p>Play a major role in managing the school site and its buildings.</p> <p>Ensure that all staff records are kept up to date and appropriate notifications advised to Staffing and Appointments and Payroll in a timely manner.</p> <p>Supervision and training of the Finance Assistant.</p> | | |

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

General Financial Responsibilities

- To assist the Director of Finance in preparing an annual balanced budget.
- To assist the Director of Finance in ensuring the academy's assets are managed effectively and efficiently and maintain the fixed asset register.
- To ensure the processing of all accounting transactions are undertaken in a timely manner.
- To carry out bank reconciliations on a regular basis in respect of all bank accounts operated by the academy.
- To prepare and submit monthly claims to HM Revenue and Customs for the net VAT incurred by the academy.
- To issue monthly finance statements to all budget holders and respond to any queries that may be raised by those budget holders.
- Investigate anomalies/overspends and liaise with budget holders and determine corrective action to be taken.
- To proactively examine ways in which expenditure can be reduced for the school and discuss this with the Director of Finance
- To ensure any monies are recorded accurately within the accounting system and banked promptly and to encourage parents to use Parent Pay whenever possible.
- Trips- liaise with staff organising school trips, discuss costings, income and expenditure, transport arrangements etc. Maintain accurate records and advise of potential overspends/anomalies.
- To maintain the FMS, Parent Pay and other accounting systems and act as administrator for the online banking system used by the academy.
- To ensure all necessary licences are obtained and operated.
- To ensure regular Health and Safety audits are completed and any requirements are met.
- To ensure copies of all staff records are kept within the academy and that relevant up to date information is recorded within SIMS.
- To ensure Staffing and Appointments are notified promptly of any changes that affect staff including starters/leavers, hours worked, rates of pay or allowances and absences.
- To process promptly any documentation necessary to influence the monthly payroll such as timesheets, overtime claims, mileage claims and teacher supply claims.
- To respond to requests from the senior leadership team, governors and Director of Finance for ad hoc information concerning the academy.
- To liaise with academy staff, employees of Herefordshire Council and Hoople Ltd, professional advisers, external contractors/agencies, students, parents, guardians and carers.
- To undertake any other duties at the reasonable request of the Headteacher or Director of Finance.

General information:

The post holder will be required to comply with Academy's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

For academy staff and any post working with children, young people and vulnerable adults.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of Fairfield High School Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

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| Line Manager Name: | Line Manager Signature: |
| Date Job Description last reviewed: | Date: |