

## JOB DESCRIPTION

### FINANCE ASSISTANT/CLERK

<b>Job title:</b>	Finance Assistant/Clerk	<b>Job Ref:</b>	XS 5.3
<b>Directorate:</b>	Children's Services		
<b>School:</b>		<b>Grade:</b>	Dorset Grade 3 + 1 LMI*
<b>Reports to:</b>	Senior Finance Officer/Headteacher and SMT		

#### Main job purpose

To provide financial support services to Managers of the school. To operate within the terms of the County Council's scheme of financial delegation to school and County Council's standing orders and regulations.

#### Main responsibilities and duties

1. To keep the Senior Finance Officer/Headteacher and SMT informed of significant financial developments.
2. To raise and authorise orders, payments and invoice requests on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
3. To arrange recharges to internal budget heads.
4. To assist with the debt recovery procedure in respect of unpaid invoices.
5. To process all appropriate claims and finance related documents effectively, to collect, reconcile and bank monies.
6. To provide advice and assistance to Headteacher and other school staff on general financial matters.
7. To assist in the compilation and distribution of financial reports to Head, Budget heads/Governors.
8. To assist in the timely and accurate provision of budget monitoring and other information to managers.
9. To assist Headteacher and SMT in securing grants/funds etc.
10. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

#### Knowledge & skills

The postholder must be numerate, computer literate with spreadsheet experience and should possess a general level of education

#### Supervision and management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

#### Problem solving and creativity

To assist the Office Manager/Administrative Officer/Senior Admin Officer in identifying new systems and procedures to support the administrative function within school.

### Key contacts and relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

### Decision making

To take decisions on a day-to-day basis to ensure administrative/clerical deadlines and requirements are met.

To prioritise own workload within the overall workload of the office team, including the timely production of information and analysis of data.

### Resources

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

### Working Environment

Office based post

Size, phase and type of school. Responsibility for PC and peripheral equipment.

Occasionally processing heavy loads of incoming/outgoing mail.

### Progression in Post (if applicable)

<b>Job description prepared by:</b>	Chris Matthews
<b>Designation:</b>	Pay and Reward Manager
<b>Date:</b>	January 2005

\*Where Labour Market Increments (LMI) apply these will be reviewed on a 3 yearly basis