



## Job Description

Job Title:	Finance Assistant
School:	Wetherby High School
Pay Range:	B1 (points 13-17)
Responsible to:	Finance Officer

### Role:

To provide comprehensive administrative support within the school office and to support the finance officer in ensuring financial procedures are efficiently undertaken.

### Main Duties:

1. To complete banking transactions relating to school dinner money and other payments into school, i.e. payment for trips, books, etc.
2. To answer queries from parents and staff relating to payments and cash handling.
3. To support the increased use of our on-line payment method 'ParentPay' for the payment of school meals, trips and other items.
4. To accurately complete the inputting of invoices for approval and submission of invoices for payment once approved.
5. To process order requests, ensuring all orders have been authorised by the correct budget holder and are subject to available budget.
6. To maintain an effective filing system for finance, enabling easy retrieval of documentation as required.
7. To provide general administrative support as required to the wider support team.
8. To provide and arrange hospitality for visitors, preparing and tidying away.
9. To provide cover for colleagues in the Reception area as required.
10. To support the administration of school events and attend if required.
11. To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time.
12. To photocopy documentation as required maintaining confidentiality at all times.
13. To adhere to school policies and procedures.
14. To ensure promotion and support of Equal Opportunities and Health & Safety.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
17. To contribute to the overall ethos/work/aims of the school.
18. To appreciate and support the role of other professionals.
19. To attend relevant meetings as required.
20. To participate in training and other learning activities and performance development as required.

21. To assist with the supervision of pupils out of lesson time, including before and after school and at lunchtimes.

22. To accompany teaching staff and pupils on visits, trip and out of school activities as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring background check.

Term time working – There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

No smoking policy.

Signed (employee): ..... Date: .....  
Signed (line manager): ..... Date: .....