

## PENRYN COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant and Office Administration Support
<b>Grade:</b>	D £17,388 - £17,593
<b>Hours:</b>	22.5 hours per week (3 days) / Term time only plus inset and 12 days
<b>Responsible to:</b>	Finance Manager/Front Office Team Leader
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Finance Manager, Finance Officer, Front Office Team Leader, Front Office Staff, Headteacher, SLT, School Operations Lead, HR Manager, Heads of departments, Budget holders, staff and students  <u>External:</u> Parents, suppliers and contractors including Cornwall Council, DfE, Accountants/Auditors and customers.

#### **Main Purpose of Job:**

To provide financial support relating to the schools' finances.

#### **Duties and Responsibilities:**

- 1) To assist in the operation of the College's computerised finance and accounting systems including SIMS FMS, FMS Accounts Receivable, ParentPay and Fastrak.
- 2) To assist with the recording of income received by the College including the preparation and reconciliation of cash and cheques for banking in accordance with the College's security procedures and ensuring appropriate use of the College's bank accounts. Entering receipts onto the accounting system and reconciling back to the appropriate paying in slip.

- 3) To assist with issuing petty cash payments for authorised claims, ensuring receipts are obtained for all payments made.
- 4) To provide advice and guidance to parents in the use of the school's ParentPay system and solve any issues that may arise. To promote its use for electronic payments.
- 5) To assist with the educational visits and trips, music tuition sessions, resources and other services on the College's ParentPay system to ensure payments made by parents are recorded accurately and are up to date at all times. This enables the production of up to date payment information as requested by Heads of Departments and Trip Leaders.
- 6) To assist with the processing of authorised orders in accordance with the agreed priorities and deadlines set by the Finance Manager/Finance Officer, and in accordance with the working practices of the Finance Office, providing advice and guidance to budget holders on the processes.
- 7) To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments as requested by the Finance Manager/Finance Officer. To obtain verification of receipt of goods or services from members of staff in accordance with the College's Financial Scheme of Delegation.
- 8) To assist with the production of BACS payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the College's financial accounting software.
- 9) To assist with the production of sales invoices relating to all College income generation, as required, including lettings sales.
- 10) To assist with the collection of outstanding debtors

#### **Front Office Duties and Responsibilities**

- 11) To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required
- 12) To undertake photocopying and document collation for the department and whole school as requested.
- 13) To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures.
- 14) To welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, Governors, pupils, parents and outside agencies as and when required

- 15) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- 16) To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- 17) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 18) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 19) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2020

Job Description Prepared by: Finance Manager