

## **Job Description and Person Specification**

<b>Job Title:</b>	Assistant Finance Manager
<b>Grade:</b>	H - £29,162 - £34,666 depending on experience
<b>Hours:</b>	37 hours per week Part time may be considered.
<b>Responsible to:</b>	Finance Manager

### **Purpose of the role:**

To provide financial support for the efficient organisation and supervision of the Finance team in accordance with statutory obligations. To report to the Finance Manager, School Business Manager, Headteacher, SLT, Governors and school heads of departments. To be the first point of call for day to day finance queries.

### **Key Responsibilities:**

- 1) To be responsible for the College's computerised finance and accounting systems including IRIS and ParentPay, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing, VAT claims reconciliation, and report generation.
- 2) To be responsible for all income received by the College including the preparation and reconciliation of all cash and cheques for banking in accordance with the College's security procedures and ensuring appropriate use of the College's bank accounts.
- 3) To deputise for the Finance Manager in ensuring all processes and work undertaken meets with the financial regulations, including internal and external auditory processes.
- 4) To organise on a day to day basis the distribution of finance administration to ensure timely completion of all tasks and prioritising work to adhere to deadlines, including supporting the day to day supervision and allocation of duties of the Finance Assistant.
- 5) To support budget holders with training and the development of documented procedures.
- 6) To manage the College's Petty Cash Ledger and be responsible for the issuing of petty cash for authorised claims.
- 7) To manage the College's ParentPay system and be responsible for the data upload from SIMS to ensure that student and staff information is current and always up to date.
- 8) To manage the educational visits and trips, music tuition sessions, resources and other services on the College's ParentPay system.
- 9) To facilitate the management of ParentPay income and administration, including liaising with stakeholders as necessary.

- 10) To manage the processing and administration of authorised orders in accordance with the priorities and deadlines set by the Finance Manager.
- 11) To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments.
- 12) To ensure timely payments of invoices, administering BACS payments prior to due dates.
- 13) To ensure the production of sales invoices relating to all College income generation, as required, including lettings sales prior to facilities being used. To liaise with the Lettings Administrator to ensure appropriate charging and advising of non-compliant bookings.
- 14) To complete the monthly payroll reconciliation.
- 15) Deputise for the Finance Manager as required and support the Finance Manager with the annual budget setting process.
- 16) To manage the College's Sales Ledger taking the necessary action to recover overdue debts and monitor the success.
- 17) To be responsible for the prompt and regular reconciliation of all College charge card statements and bank account.
- 18) To assist in the preparation of financial reports and statistics for the Head teacher, heads of department, Governors and auditors/accountants as requested by the Finance Manager.
- 19) 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.
- 20) To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- 21) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 22) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2025

Job Description Prepared by: HR Manager



## **PERSON SPECIFICATION**

**Job Title:** Assistant Finance Manager

**Person specification prepared by:** HR Manager

**Date:** September 2025

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	A minimum of 2 years relevant experience in a finance role.	Relevant finance related work experience within a school or college environment.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths & English.  AAT Level 3	Working towards Level 4	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Use of computerised accounting systems.  Excellent IT skills particularly in the use of Excel.  Excellent numeracy, literacy & organisational skills.	Knowledge of school or college computerised accounting systems (FMS & SIMS).	Interview.
<b><u>Any Additional Factors</u></b>	Self-motivated.  Able to work under pressure and meet tight deadlines  Can use own initiative.  Team worker.  Professional & friendly approach.  Meticulous.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.



Penryn  
College

"Achieving through Challenge"

## The Recruitment Process

### Application

Applications must be received no later than **9.00am on Monday 29<sup>th</sup> September 2025**. Applications received after this date will not be considered.

### Shortlisting

Shortlisting will be finalised on 29<sup>th</sup> September 2025. Shortlisted applicants will receive an email inviting them to interview. References will be taken up upon acceptance of interview. Please ensure you indicate clearly on your application form if you are happy for us to do so.

### Interview Process

Interviews will be held **Wednesday 1<sup>st</sup> October 2025**. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### Taking up post

The successful applicant will take up the post as soon as possible.

### Additional information

For further information, please contact Becky Withers, HR Manager by email [bwithers@penryn-college.cornwall.sch.uk](mailto:bwithers@penryn-college.cornwall.sch.uk)

### Safeguarding

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

***We reserve the right to interview prior to the closing date should an exceptional candidate apply.***