

# **Rockmount Primary School**

## **Finance and HR Assistant Role Profile and Person Specification**

**November 2007** (updated August 2019)

# ROCKMOUNT PRIMARY SCHOOL

## Job Description

<b>Job Title:</b>	<b>Finance and HR Assistant</b>
<b>School /Academy:</b>	<b>Rockmount Primary School</b>
<b>Grade Range:</b>	<b>Grade 4 – Scp 8 - 10</b>
<b>Hours per week:</b>	<b>14 hours per week</b>
<b>Work Pattern:</b>	<b>Term Time Only</b>
<b>Location:</b>	<b>Rockmount Primary School Chevening Road, Upper Norwood, SE19 3ST</b>
<b>Reports to:</b>	<b>School Business Manager</b>

**Role Purpose and Role Dimensions:** To provide an effective and efficient administrative financial support service to the Headteacher and Governing Board for the efficient conduct of the School's administrative affairs and to ensure the smooth running of the School.

**Commitment to Diversity:** As a member of the School Team to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

**Key External Contacts:**

- Service/Supplier Providers
- Contractors
- Parents/Carers

**Key Internal Contacts:**

- School Business Manager
- Headteacher
- Other Senior Teaching/Support Staff

**Financial Dimensions:** Under the guidance of senior staff you will be responsible for the effective management of financial and HR procedures & compliance

## Key Accountabilities and Result Areas:

**To be responsible for ordering and invoicing and to maintain controls checking authorisation for expenditure.**

## Key Elements:

### This will involve:

- To raise orders and commitments for stock and services.
- To process orders, invoices, credit notes and local income.
- To check and following up all outstanding orders.
- To check the system for unauthorised/unprinted orders, and unauthorised invoices and ensure all cheques have been raised.
- To be responsible for receiving and checking goods on delivery.
- To administer and process the schools' insurance schemes and claims.

**To be responsible for maintaining accurate records and producing reports and returns as appropriate.**

### This will involve:

- Check and process salary changes.
- To ensure that records are kept and re-claims made for individually funded pupils.
- To provide the Head Teacher and Governing Board with information which will help them to monitor the budget and take financial decisions.
- To assist the Deputy Head Teacher to make statistical returns to the LA and DfE as required.
- To be responsible for printing VAT returns and sending to the LA and processing VAT reimbursements.
- To inform curriculum budget holders of budget/expenditure on a half-termly basis.
- To produce absence reports.
- To assist the headteacher with preparing a 'best value' statement.
- To be responsible for back-up of the computer records.
- Assist the headteacher to maintain and update the equipment register.

**To monitor and reconcile bank statements.**

### This will involve:

- To prepare banking and assist with the banking of monies.
- To reconcile the bank statement.
- To check and follow-up any out of date items on the bank statement.
- To be responsible for closing the period after processing transactions for the month.

**To undertake general finance duties.**

### This will involve:

- To administer the school fund.
- To be responsible for processing funding income, delegated and ad hoc.
- Process petty cash in line with the financial regulations and process petty cash reimbursements.
- To be available to the finance committee of the Governing Board to explain and discuss budget detail.
- To liaise with the budget monitoring and advisory service and ensure that they are kept up to date with changes which will affect the setting and monitoring of the School budget.
- To carry out other related duties to meet the needs of the school.
- To raise cheques and be a named signatory and to monitor cash flow.

## Key Accountabilities and Result Areas:

## Key Elements:

### Green Statement

#### This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### Data Protection

#### This will involve:

- Being aware of the School's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

### Confidentiality

#### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### Equalities and Diversity

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

### Safeguarding

#### This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

### Customer Care

#### This will involve:

- Able to demonstrate a commitment to the School's Customer Care Policy

**Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**To contribute as an effective and collaborative member of the School Team****This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

**Job Title:**

**Finance and HR Assistant**

**Essential knowledge:**

- Recognised business/finance qualification
- Understand the financial functions and duties of a locally managed school.
- A good understanding of and commitment to equal opportunities policies and its relationship to the School/Academy/ Local Authority.
- The ability to use information technology to an intermediate standard.

**Essential skills and abilities:**

- The ability to undertake a wide range of financial and administrative tasks.
- The ability to adapt to both varying tasks and those of a routine nature.
- The ability to absorb information readily and speedily and work under pressure.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- The ability to respond effectively to staff, outside agencies, the Local Authority, suppliers and the general public at all levels, both in person and over the telephone.
- A good understanding of the need for confidentiality and secure financial systems.
- Proven literacy and numeracy skills.

**Essential experience:**

- Be able to demonstrate experience of providing effective financial support.
- Experience of using and developing financial systems and procedures.

**Special conditions:**

- Willingness to undertake further training as required for example for the software used by the school finance system.
- The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.
- The physical ability to perform the duties of the post with the support of aids and adaptations if necessary.
- Enhanced DBS check