

Job Description

Post:	Finance Assistant
Salary:	Grade 7, Points 18-21, currently £26,403 - £28,142 FTE (Actual salary pro-rata will be £17,311 - £18,452) (Pending April 2026 pay award)
Contract:	27.5 Hours Per Week, Term Time Only, Temporary (Mat Cover)
Responsible to:	School Business Manager; Headteacher
Start Date:	1 st September 2026

The Elton High School is seeking a dedicated and detail-oriented part-time Finance Assistant to join our busy Admin Team. The successful candidate will work as part of the school office, supporting the School Business Manager in providing an efficient financial / administrative service for all staff and students / parents.

Main Purpose of the Role

Under the guidance of the School Business Manager, to be responsible for undertaking a wide range of financial administration procedures within the school, predominantly control of the purchase ledger, assisting with accurate, efficient and effective use of financial resources. The Finance Assistant will play a key role in providing a high quality of timely support to colleagues, parents / carers and governors.

Role Responsibilities

Purchasing

- To be familiar with the school's computerised financial management system (FMS) and the basic processes for recording financial transactions.
 - Maintaining a supplier database, seeking quotations, obtaining best value, and ordering of all goods and services provided to the school.
 - Responsibility and control of debit card purchasing in the card holder's name.
 - Formalising all purchases through the purchase order system on FMS and ensuring the required budgetary signatories.
 - Complete annual benchmarking exercise of key resource costs to ensure the school maintains best value and receives value for money.
 - To receive goods delivered and check against purchase order for price, quantity and description, arranging caretakers to distribute as necessary.
 - To book transport and accommodation for school trips and events.
 - To print monthly cost centre reports and distribute to Budget Holders, alerting the School Business Manager to any issues or potential overspends.
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Invoicing

- To receive, check and process invoices.
- To load invoices against the relevant purchase orders in FMS and prepare for BACS payment.
- To authorise new beneficiaries within online banking and be second authorisation signatory for BACS payments.
- To monitor and check all supplier statements received to ensure invoices are processed within given deadlines and queries dealt with quickly.
- Maintain hard copy records of all orders, deliveries and invoice documents and hold within document retention guidelines.
- To raise accounts receivable invoices as and when required.

Cash Handling & Online Payments

Whilst the school is cashless for catering and school trips, there are ad-hoc cash events for fundraising that may need to be managed:

- To manage all cash handling and the receipting system, securing and banking cash as required into the appropriate bank accounts.
- To monitor the cash safe limits and ensure that cash is banked frequently in line with insurance requirements.
- To manage the school's Petty Cash system.
- To manage the iPayImpact on-line payments system, setting up new payment funds for trips and resources, monitoring income received and administering refunds.
- To reconcile on-line payments against the specific payment areas, mainly school trips, to ensure that expenditure in each area is fully covered by income.
- To set up the new Year 7 intake annually within iPayImpact with parental access and ID Codes.
- To be responsible for the security of monies in accordance with school / LA policies.

Additional Duties

- To manage the annual Register of Pecuniary Interest, collating signatures for both staff and governors.
 - To undertake pupil first aid / welfare duties, looking after sick pupils, liaising with parents / staff in accordance with school procedures.
 - To support the receptionists during busy periods / absence, answering routine telephone and face to face enquiries and signing in / out visitors.
 - Provide and organise general clerical support, e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence.
 - Maintain manual and computerised records.
 - Undertake word processing and other IT based tasks, including production of letters and reports.
 - Maintain stocks and supplies, cataloguing and distributing as required, e.g. admin / staffroom provisions, paper and printer consumables.
 - Provide general advice and guidance to staff, pupils and others on financial and administrative matters.
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Whole School Responsibilities

- To share the School's commitment to safeguarding and promoting the welfare of children and young people.
- To carry out all duties with due regard to confidentiality and data protection regulations, particularly with regards to student data.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with colleagues, parents and outside agencies.
- To attend skills training and participate in personal / performance development as required.
- To take care for their own and other people's health and safety.
- To accept adjustments to assigned tasks in light of the changing needs of the school.

In addition, other duties at the same responsibility level may be interchanged with / added to this list at any time.
