



GREATFIELDS SCHOOL

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Finance and Administration Assistant Job Description

School:	Greatfields School
Salary/Grade:	APT&C Scale 4 - £23,400
Hours:	35 hours per week, 52 weeks per year
Contract type:	Permanent
Responsible to:	Assistant School Business Leader

Purpose of Job:

- To assist the Assistant School Business Leader and School Business Leader in providing an outstanding level of performance in the financial administration of the school.

Main Activities:

- Assist the Finance team in maintaining all computerised records using PS Financials.
- Under the instruction of the Assistant School Business Leader ensure all purchase orders, invoices and receipts are recorded correctly and in a timely manner working to agreed internal financial deadlines.
- Support the Assistant School Business Leader in dealing with queries from external suppliers, resolving queries promptly to ensure outstanding relationships with all stakeholders.
- Provide an efficient and helpful administration and reception service to parents, students and staff when required.
- To support as an identified first aider in school and maintain relevant first aid qualifications.
- To cover duties for absent colleagues as requested by the School Business Leader.

Notes

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other appropriate duties as may be required within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.

