



# Dunstable Icknield Lower School

*Learn, Believe, Achieve*



## Job Description: **Finance and Administration Assistant**

**Responsible to:** School Business Manager

*This document is based on the model job description for Finance Assistant produced by Central Bedfordshire Council.*

**Job Purpose:** To process and record financial transactions including orders, invoices and cash received.

**Job Level:** Level 2c

**NJC Scale Point:** 4

### **Main duties and responsibilities:**

1. To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the school's agreed financial procedures.
2. To assist in the preparation of the annual budget, producing out-turn reports and carrying out year-end procedures.
3. To produce data and reports on financial matters as required by the School business Manager and headteacher.
4. To receive, record and bank cash and cheques received from pupils and staff in respect of educational visits, school photographs etc. and issuing receipts as required.
5. To be responsible for petty cash, ensuring all transactions are recorded in accordance with agreed procedures.
6. To carry out reconciliation of bank statements.
7. To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
8. To deal with payment of invoices, recording details and preparing for authorisation.
9. To deal with the production of all financial returns in a timely and accurate manner.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To undertake any other duties of a similar level and responsibility as maybe required.