



FORRES SANDLE MANOR

Forres Sandle Manor School

Finance Assistant

JOB DESCRIPTION

Reporting to: School Accountant

The post holder has responsibility to help maintain three key areas:

- Work with the School Accountant to support the **financial management** functions of the school.
- Contributing to supporting the School Accountant through the processing of **fees**.
- Through their **general duties** and conduct, supporting the professional, caring and supportive ethos of the school.

FINANCIAL MANAGEMENT - The post holder is responsible for supporting the School Accountant through:

- Filing and associated administration of invoices/statements.
- Processing invoices via Hubdoc and Xero.
- Processing and recording staff expense claims.
- Ordering materials and equipment in response to staff requests.
- Recording all purchase order requests
- Xero accounts work for bank reconciliation, sales and purchase ledger, credit control.
- Communicating with suppliers and responding to invoice queries.
- Assisting with parent fee enquiries and creating pro-formas for CEA.
- Collating monthly payroll and processing overtime.
- Supporting other matters as required relating to accounts and finance.

FEES - The post holder is responsible for supporting the School Accountant through the processing of fees through:

- Entering prospective pupils on Fee Master and carrying out the action to receipt registration and entry fees.
- Input of data for all charges to be made to pupil accounts other than fees.
- Carrying out adjustments to status.
- Ensuring the correct application of remissions (Bursaries, Scholarships and Discounts).

- Carrying out the termly fee run, preparing bills and dispatching them to parents/guardians.
- Accounting for Fees in Advance and queries, with assistance from the Head of Finance.
- Recording payments of fees.
- Processing the payment of Childcare Vouchers and dealing with all parental queries, as required.
- Monitoring debts and carrying out pursuit of debts in accordance with the debt policy, including applying interest charges to accounts.
- Issuing parental payment receipts, including CEA receipts and pro-formas.
- Processing recharges to parents.
- Assisting the School Accountant with the processing and administration of bursaries and updating the spreadsheet for new bursary requests.

GENERAL DUTIES – The post holder is responsible for supporting the professional, caring and supportive ethos of the school through:

- Being aware of and complying with all procedures relating to child protection, health and safety, security, confidentiality and data protection.
- All members of staff are required to comply with the school's code of conduct agreement.
- Contribute to the overall ethos, mission and aims of the School.
- Uphold the School policies and rules.
- Appreciate and support the roles of other professionals and teachers.
- Attend and participate in relevant updates and meetings, as required.
- Work in a co-operative, diplomatic and flexible manner.
- To take part in the School's appraisal of employees.

Associated terms and conditions

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headmaster in the light of those changing requirements and in consultation with the post holder.