



QUEEN MARY'S  
GRAMMAR SCHOOL

QUAS DEDERIS SOLAS SEMPER HABEBIS OPES

## Finance Assistant

The Mercian Trust is a multi academy trust, which is in the final stages of being formed. The trust will initially comprise five secondary schools based in Walsall: Aldridge School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy and Walsall Studio School. Plans are in place to grow the number of schools in the trust within the next few years.

A vacancy has arisen for a Finance Assistant supporting Queen Mary's High School and Queen Mary's Grammar School. The role will be based approximately 50% at Queen Mary's High School and 50% at Queen Mary's Grammar School.

Reporting to the Finance Principal at Queen Mary's High School, the role encompasses a number of aspects of school finance and involves dealing with members of the school community, including staff, parents and pupils.

### Employment terms:

- Minimum 30 hours per week, based on a term time contract (plus two weeks)
- Full time equivalent salary £18,746 to £20,138 per annum, based on experience
- Salary is pro rated for term time and 30 hours to £13,500 to £14,600 per annum

### The main responsibilities are:

- Financial transaction management. This involves recording transactions for educational items, such as trips, curriculum materials and music lessons, as well as donations, fund raising events
- Managing receipts and payments for educational items, ensuring charges are clearly identified to parents and are collected promptly
- Managing communications with staff, parents and pupils using the schools' payments and communications portals
- Dealing with suppliers for above transactions and to organise travel arrangements
- Collating, reviewing and recording staff expenses, following up queries as required
- Assisting the finance team with other finance work to provide accurate and timely financial information in accordance with trust deadlines

### Key benefits of this post include:

- The opportunity to work in an exciting sector and within a growing multi academy trust
- A term time based contract, with holiday taken during school holidays
- A competitive salary package, with negotiable hours
- A defined benefit (salary based) Local Government Pension Scheme
- Working closely with a professional and friendly finance team

**Deadline for Applications: 5pm on Friday 27th October 2017. To be sent in writing to Ms J.Bridgett Finance Principal, Queen Mary's High School, Upper Forster Street, Walsall WS4 2AE with covering letter and Curriculum Vitae.**



# FINANCE ASSISTANT – JOB DESCRIPTION

## **PURPOSE OF ROLE:**

The Finance Assistant is responsible for recording, collecting, communicating and generally managing education based transactions for Queen Mary's High School and Queen Mary's Grammar School. It is envisaged that post holder will spend approximately 50% of their time at Queen Mary's High School and 50% of their time at Queen Mary's Grammar School.

## **REPORTS TO:**

The role reports to the Finance Principal, Queen Mary's High School, but will also involve working closely with the Finance Clerk (Queen Mary's Grammar School) and Finance Supervisor (Queen Mary's High School).

## **ROLES AND RESPONSIBILITIES**

### **Recording and management of financial transactions**

- Accurately inputting and maintaining records of non-public funds using School Fund Manager software.
- Ensuring that all income and expenditure is correctly recorded on School Fund Manager to assist the Finance Supervisor in performing regular monthly bank reconciliations.
- Assist the Finance Supervisor in producing final balances of trips/projects on a monthly basis to close out the project to aid preparation of monthly management accounts.
- Maintain records of gift aided donations from parents.
- Submit records of gift aid donations to Finance Principal
- Maintain records of charity event funds raised and liaise with heads of house on their use.
- Recording all cash and cheques as appropriate to the relevant fund accounts, and preparing the bank deposit bags daily
- Maintaining suitable filing systems as required and making financial records available to the Academy's external Auditors under the direction of the Finance Supervisor.
- Assist in maintaining the records regarding claims for financial assistance.
- Keep user accounts in School Fund Manager up to date, annual housekeeping of user accounts and account set up from SIMS etc.
- Order foreign currency for trips when required
- Accurately inputting financial data (purchase orders, invoices, expenses, etc.) of public funds onto the finance system ensuring that coding is correct, and VAT correctly recorded

### **Receipt and payments for school fund items**

- Set up and administration of all payment requests within school fund function. Effective credit control of parental payments to ensure that all receipts received are within the given timescales. Liaise with staff to advise on outstanding payments.
- Deal with parental queries.
- Collecting, checking, balancing and recording school monies in accordance with procedures specified in the Financial Procedures Manual
- Administration of school trips e.g. costings, letters to parents and suppliers, booking of trips

### **Communicating with the school community**

- Communicating with colleagues at all levels
- Receiving telephone enquiries and taking messages as required
- Communicate with parents by letter and telephone regarding trip payments.
- Liaise with Finance Principal and Head Teacher regarding requests from parents for financial assistance.
- Communicating with schools, agencies and commercial companies and working with the schools external auditors as part of the finance team
- Using technology to ensure an efficient and effective service is maintained at all times

### **Other financial duties**

- Assisting with the application of new technology to administrative/clerical procedures
- Source prices of travel costs for trips including coaches and trains.
- Book coaches and liaise with companies regarding timings.
- Arrange train travel for staff attending courses, and students attending university interviews and open days where they have been awarded a 16-18 bursary.
- Such other duties appropriate to the grade of the post as the Head Teacher or Finance Principal may from time to time determine

### **PERSON SPECIFICATION:**

The post holder will have the following **essential** experience and abilities

- An understanding of accounts and finance and well as demonstrating strong numeracy
- Previous experience of working in a financial position
- Honesty and integrity, as well as an understanding of data privacy standards
- Good customer service experience and communication skills, both written and verbal;
- Attention to detail and good organisation skills
- Good experience of working with computers, particularly spreadsheets and calculations
- A willingness to be flexible and ability to multi task

The following experience and abilities would be **desirable**, but are not essential

- Previous experience working in a similar role within a school or academy