



JOB DESCRIPTION

FINANCE ASSISTANT – PART TIME

- 1. Hours:** 10 hours per week over 2 days (Mondays and Wednesdays).
Plus 5 hours per month for Payroll duties.

- 2. RELATIONSHIPS:**
 - (a) **Line Manager:** The post holder is responsible to the Bursar.

- 3. PURPOSE:**
 - (a) To assist in maintaining an accurate and efficient finance system, thereby ensuring the School is financially viable and able to continue to develop its educational provision.
 - (b) To assist in maintaining an efficient and accurate payroll system, thereby ensuring that all legal requirements are fulfilled.

- 4. DUTIES:**
 - a) To operate and maintain the fees billing ledger, including the collation of termly extras to ensure that accurate bills are produced and fees are collected promptly.
 - b) To enter details of new pupils on to the finance database and to update and maintain these files during the school year in order to provide current and accurate information for fee collection activities.
 - c) To produce regular reports on outstanding fees for the Bursar.
 - d) To operate and maintain the purchase ledger in order to provide accurate and current financial information. To assist in the resolution of finance related queries and to ensure invoices are paid promptly each month.
 - e) Co-ordination and monitoring of departmental budgets and liaison with Heads of Department and the Bursar.
 - f) Investigate budget queries and post any rectifications.
 - g) To operate and maintain the petty cash account.

- h) To ensure all income is collected by accurate and prompt billing of hirers of the school facilities.
- i) To perform weekly and monthly bank reconciliations.
- j) To operate and maintain an up to date payroll system and associated reporting requirements. To include processing and reporting of pension contributions.
- k) To manage the application for the Early Years Grant with West Dorset County Council.
- l) The post holder must be aware of Health and Safety Regulations and maintain a clean and safe environment.

Additional Duties:

Performing other duties as reasonably requested by the Bursar.

Knowledge and skills required

An excellent understanding of office administration within a financial environment is essential together with a proven working knowledge of SAGE 50 Accounts and SAGE Payroll, Excel, Word and Outlook.

A reliable and versatile individual with a methodical and positive approach to problem solving, this person will be capable of working under pressure.

The ability to communicate both verbally and in writing is important. The position requires professional, friendly and courteous contact with parents, suppliers, other members of the public and colleagues at all times.

This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.