



JOB DESCRIPTION

DEPARTMENT: FINANCE OFFICE – ST JOSEPH’S COLLEGE

DESIGNATION: FINANCE ASSISTANT

POST RESPONSIBLE TO: FINANCE MANAGER

POST GRADE: SCALE 4 Points 10 - 14

PURPOSE OF THE POST

To assist in administering the financial arrangements in the school.

DUTIES:

1. To help administer the school budget and monitor expenditure against budget headings.
2. To process invoices for materials required by the school and payment of suppliers. (Purchase Ledger Control).
3. To raise invoices for sales as requested by the Finance Manager, eg lettings (Sales Ledger Control).
4. To receive, record and bank monies due to the school, including that for school meals, trips, uniform sales, books and school fund contributions.
5. To ensure payments for trips are received and outstanding payments are chased, providing trip leaders with details.
6. To enter income and expenditure on to finance system to update records, checking accuracy.
7. To work with colleagues to develop and implement changes to office procedures.
8. To assist with the day-to-day administration of the school fund account.

9. To update, check and hold all department inventories and to manually check each department's stock against inventories each year.
10. To participate in whole school activities and INSET days.
11. To undertake any other duties as requested by the Finance Manager.

DUTIES ASSOCIATED WITH CORE TASKS:

1. To set up budget headings in accordance with the Finance Manager's decisions.
2. To carry out journals as instructed.
3. To produce statements for Heads of Department (monthly) and for Governors and the Head/Finance manager as required. To liaise with Heads of Department in respect of their Departmental Budget.
4. To assist the internal and external auditor each year with the financial reviews and audits.
5. To liaise with the Finance Manager with regard to making any changes and implementing new ideas, and to seek ways of improving quality in all aspects of the work.
6. To update computer records and check accuracy, to process orders, invoices, course payments, petty cash claims, travel claims.
7. To assist with the training and instruction of other staff, if requested.
8. To cover for other finance staff in their absence when required.