

Finance Assistant

Job Description

Grade: GR2 - *Subject to Job Evaluation*

1. **Job Purpose**
 - 1.1 To support the general administration of the school with particular responsibility for certain finance and administration functions
2. **Key Responsibilities**
 - 2.1 To implement the agreed vision and aims of the school
 - 2.2 To set an example of personal integrity and professionalism
 - 2.3 To be an effective team player
 - 2.4 To follow all agreed school policies and procedures
 - 2.5 Collection, counting and banking of cash and maintenance of appropriate financial records in relation to school meals
 - 2.6 Maintain records of free school meal entitlement and dietary requirements
 - 2.7 Raising orders as required
 - 2.8 Responsibility for the unofficial funds of the school, collating, counting and banking of cash and maintenance of appropriate financial records
 - 2.9 Responsibility for the ordering and sales of new uniform and the storage
 - 2.10 To keep abreast of current developments and undertake relevant CPD when appropriate
 - 2.11 To ensure an audit train exists for all aspects of work
 - 2.12 Work within the parameters of schools financial procedure regulations
 - 2.13 Liaise with the Local Authority finance section
 - 2.14 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
 - 2.15 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.16 To adhere to the ethos of the school
 - 2.16.1 To promote the agreed vision and aims of the school
 - 2.16.2 To set an example of personal integrity and professionalism
 - 2.16.3 Attendance at appropriate staff meetings and parents evenings
 - 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
 - 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**
 - 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience	At least two years' experience working in bookkeeping/financial environment Experience of working in a school or local government environment	AF/I AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Working knowledge of spreadsheets and databases Good written and oral communication skills	AF/I AF/I AF/I

	Proven organisational skills Understanding of the need for confidentiality Patience and the ability to deal with a wide range of demands from a variety of people Polite, pleasant and efficient telephone manner Flexible attitude towards day to day tasks Ability to work under pressure Ability to work effectively as part of a team Ability to work with a minimum of supervision	AF/I AF/I
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.