



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Administration
Job Title	Finance Assistant
Reports To	School Finance and Operations Manager
Hours of Work	Hours of Work: 8.00am – 4.00pm (15 hours per week, part time) Term time only plus 5 additional training days and three weeks during the school holidays
Job Purpose	To work as part of the Finance team supporting the school in achieving its vision and objectives by providing finance support.

JOB DESCRIPTION

Main Tasks

1. Be responsible for placing all procurement orders
2. To be responsible for raising all purchase orders on school's accounting software Sage.
3. Ensure all order requisitions are authorised as per the school's scheme of delegation.
4. Be responsible for checking all deliveries received against the delivery notes and invoices and liaise with suppliers in case of any anomalies.
5. Once deliveries of stock are checked be responsible to get them sent to the relevant staff or departments in the school.
6. Ensuring all purchase orders, delivery notes, and invoices are collated and handed over to Finance Officer for processing.
7. Support the Finance team in implementation of the procurement process and encourage staff to adhere to it.



8. Ensure that best value is achieved for the school when dealing with supply of goods and services.
9. To be responsible for checking supply staff invoices that don't have timesheets against the school inventory system and match the others with timesheets and process for payments.
10. Assisting the Finance Officer with the collection of outstanding debt from local authorities as well as parents.
11. Be responsible for setting up school trips and other paid events on school's online payment system Parentpay.
12. Issue and maintain petty cash in Liaison with Finance Officer.
13. Communicate with parents and carers, as appropriate.
14. Provide reception cover on as and when required basis.
15. Ensure that confidentiality is observed at all times and abide by the data protection act.
16. Undertake general office duties.

Responsibility

17. For undertaking the duties accurately and efficiently and prioritising own workload.
18. For bringing matters to the attention of senior staff when necessary.

Decision Making

19. Routine decisions regarding the organisation of own work.
20. When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
21. When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Post holder: Name



Signature **Date**

Job Profile Produced;
Reviewed;

PERSON SPECIFICATION	
Criteria	Essential
<u>Qualifications and Training</u>	<ul style="list-style-type: none"> • Minimum of 5 GCSE's at grade C or above in Maths & English
<u>Knowledge and Experience</u>	<ul style="list-style-type: none"> • Excellent knowledge of MS Office • Experience of working in an office/reception environment • Experience of working as part of a team
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Competent with ICT, including MS Office • Ability to present information in a clear, logical and concise format and be able to communicate this clearly with colleagues, both verbally and in writing • Ability to identify priorities quickly and accurately to ensure that deadlines are met • Ability to work with autonomy within set boundaries • Ability to work under pressure • Highly effective in organisation and planning
<u>Personal Attributes</u>	<ul style="list-style-type: none"> • Ability to promote a positive image of the school • Support a culture of mutual respect for each other and the environment • Good customer service / can do attitude • Ability to work collaboratively with a diverse range of professional colleagues • Excellent team player • Self-motivated and able to work unsupervised • Positive and flexible attitude to work • Willing and quick to learn new skills and procedures • A commitment to equality and diversity • A sense of humour