



JOB DESCRIPTION

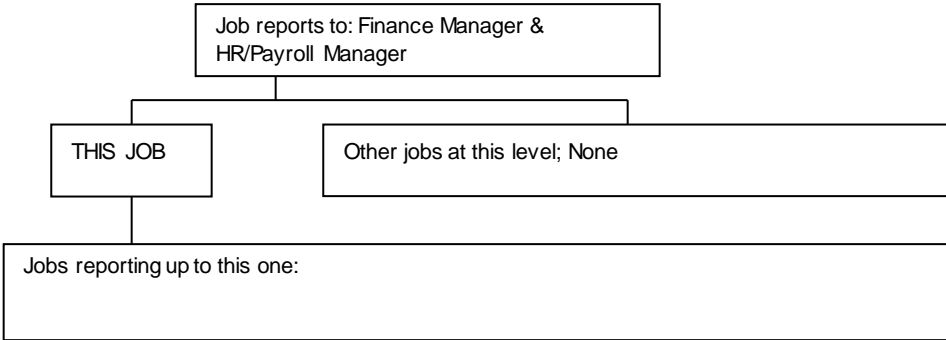


JOB TITLE: Finance & HR Assistant		POST NUMBER:	
REPORTS TO:		Finance Manager & HR/Payroll Manager	
DEPARTMENT: Applefields School		GRADE: 4	
JE REF:	0013 0422	PANEL DATE:	12/04/2022
1.	MAIN PURPOSE OF JOB <p>The Finance and HR Assistant will undertake administrative work to help ensure that efficient and effective services are provided to the school. The Finance and HR Assistant will:</p> <ul style="list-style-type: none"> • Support with financial and payroll processing ensuring the school is following best value procedures • Assist with financial administration across all functions of the school • Maintain responsibility for checking receipts for orders, checking statements and ensuring the timely payment of invoices • Assist with the administration and processes associated with HR functions across the school • Work closely with The Finance Manager and HR/Payroll Manager as part of the wider business support team • Help to ensure that the school is compliant with its statutory Financial and HR duties 		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES: FINANCE & PURCHASING		
	i	To assist the Finance Manager with the school accounting function ensuring its efficient operation according to agreed procedures and ensuring the smooth running of Audits	
	ii	To maintain the schools accounting system to include maintenance of the purchase ledger, sales ledger, bank accounts and purchase card	
	iii	Assist in the preparation of the VAT return	
	iv	To manage the process around collecting income generated by the school, for example school dinner money and hydrotherapy lettings, to include invoicing and debt management	

	v	To manage the process around accounting for income and expenditure relating to educational visits and activities
	vi	To manage the schools cash floats
	vii	To monitor the school's procurement processes making sure value for money is achieved on all purchases
	viii	Contribute to the completion of year end accounts
	ix	Assist in the completion of financial and statistical returns
	x	To maintain and monitor the school's internal control framework and respond to recommendations made by the school's internal auditor
	xi	Be responsible for filing and the security and retrieval of financial data
	HR ADMINISTRATION	
	i	To assist the HR/Payroll Manager to ensure that all terms and conditions of employment are in accordance with statutory and Local Authority requirements for all staff
	ii	To assist with the recruitment process and processes ensuring the safer recruitment process is followed
	iii	To complete all filing and paperwork relating to HR administration
	iv	To follow procedures in relation to HR advice and guidance
	v	To assist in the completion of the school's Single Central Record (SCR)
	vi	To be familiar with legislation and policies regarding HR related matters and ensure these are followed, including safeguarding and equal opportunities
	xvi	To take and transcribe accurate minutes of meeting within set timescales
	PAYROLL ADMINISTRATION	
	i	To assist the HR/Payroll Manager to ensure that all terms and conditions of employment are in accordance with statutory and Local Authority requirements for all staff
	ii	Assist the HR/Payroll Manager to prepare and submit the monthly payroll return to the school's payroll service provider
	iii	Complete the monthly payroll reconciliation and investigate any variations to budget
	iv	Complete appropriate contracts for all new employees and amendments to contract
	v	Assist with the submission of the schools absence return to the absence insurance provider
	vi	Ensure payroll records are up to date and accurate
	vii	Advise staff on pay and conditions as appropriate
	GENERAL	
	i	To uphold the strictest confidentiality
	ii	To work accurately and to deadlines
	iii	To ensure that all work undertaken is GDPR compliant

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Number of staff reporting to jobholder and nature of supervision eg full line management responsibility or day to day supervision of work</p> <p><u>Direct</u> None</p> <p><u>Indirect</u> None</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Subject to supervision and procedural guidelines, the post holder is able to use initiative in responding to queries, the management of his/her own workload and in the development of administrative systems.</p> <p>Uses initiative in determining the content and layout of emails, letters and other documents providing clear information to staff and managers.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p><u>Internal</u> Regular contact with Finance Manager and HR/Payroll Manager. The ability to communicate orally, in writing or electronically where some tact may be required</p> <p>When dealing with staff involving HR issues, discretion and careful judgement would need to be exercised</p> <p><u>External</u> Contact with suppliers and agencies on operational matters, which may require tact and discretion.</p>

6.	<p>DECISIONS – discretion & consequences</p> <p>Without close supervision, but subject to set guidelines, the post holder makes decisions from an established range of alternatives and prioritises his/her workload to meet school objectives within Finance and HR/Payroll.</p> <p>Some information and data will be of a confidential and sensitive nature particularly when relating to HR/Payroll matters. The post holder must ensure that all information is held securely, treated with care and tact. Any unauthorised disclosure of information may breach legislation and/or be detrimental to the reputation of the school.</p> <p>Judgement is required providing solutions to problems within which there is a need to interpret information and from which a number of alternatives are possible.</p> <p>Can suggest modifications/variations to processes and working arrangements.</p> <p>Uses discretion when responding to face to face and email or telephone queries from colleagues and others outside the school so as not to commit any breaches of confidentiality/ indiscretions.</p> <p>The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the school and the service it provides.</p>
7.	<p>RESOURCES – financial & equipment <i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i></p> <p>Normal office equipment Civica Purchasing & Financials system access</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <ul style="list-style-type: none"> • Subject to supervision, the post holder has a rota of daily tasks, but the order is subject to change with certain set deadlines, interruptions and competing demands. <p>Physical demands</p> <ul style="list-style-type: none"> • The role is largely office bound but sometimes involves moving around the school premises. <p>Working conditions</p> <ul style="list-style-type: none"> • No unpleasant working conditions. Normal office environment. <p>Work context</p> <ul style="list-style-type: none"> • Working in a school environment there may be a risk of abuse from some pupils/parents, unpredictable behaviour from pupils and a risk of contagious illnesses.

9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • N.V.Q. level 2 or equivalent, preferably in HR administration, or equivalent experience of a wide range of clerical/ administrative tasks. • Understanding of a range of routine HR administrative work procedures which would require some specific job training and a period of induction • Have at least 2 years' experience of working in a financial environment, preferably within education • Have a basic understanding of school funding arrangements, invoice processing, VAT legislation, payroll procedures and financial management systems • Sound oral and written communication skills. • Computer literate, competent in the use of computer packages and numerate. • A genuine commitment to improving life chances for young people • Understanding of Sen and child protection issues • Willingness to participate in further training and developmental opportunities offered • A pro-active record of CPD
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job reports to: Finance Manager & HR/Payroll Manager] --> B[THIS JOB] A --> C[Other jobs at this level; None] B --> D[Jobs reporting up to this one:] </pre>