



## **Part Time Finance and Administrative Assistant**

**Holy Trinity CE (A) Primary School, Cuckfield**

**FINANCE AND ADMIN ROLE – 8.30 -15.30 (19.5 HOURS PER WEEK – 3 DAYS PER WEEK)**

**Rate of Pay: Grade 4 depending on previous experience: (£18,795 – £19,171 Full Time Gross Salary Equivalent)  
(salary paid will be pro rata number of working hours and term time only)**

### **Job Description**

This is a dual role to provide finance and administrative, organisational services to the school

### **Key Skills & Qualities for Finance and administrative Assistant:**

- Exceptional organisational skills, work with a **high level of accuracy and attention to detail**
- Confident in the use of Word and completely **proficient with the use of Excel**
- Knowledge of FMS or any other accounting system would be desirable
- At ease with use of various software and proactive in learning new platforms like Parentpay. Knowledge of Parentpay would be desirable but not essential.
- Knowledge of SIMS desirable
- Flexible in approach to working hours
- Friendly, good humoured and approachable to staff, parents and governors
- Respond promptly to queries from parents, staff
- Liaise with staff, parents/carers and external agencies
- A high degree of confidentiality is required for this post.
- Organise payment arrangements for school visits and events
- Process forms, returns, etc., including those to outside agencies
- Organise orders and check goods for the school
- Contribute to the planning and development of administrative procedures and systems
- Demonstration of tasks to other colleagues as required

### **Key Responsibilities would be as follows :**

- Input all orders on the accounting system
- Input all invoices in the accounting system and allocate appropriately on the right ledger codes and costs centres
- Go to bank every week to bank cash and cheques – Keep records for reconciliations
- Checking statements for unpaid/unprocessed invoices and chasing duplicates
  
- School Trips : Calculate cost of all planned trips and activities – Book and organise all school trips – Organise the collection of voluntary contributions through Parentpay system.
  
- School meals : Operate all aspects of Parentpay for the school meals and provide appropriate reports to the kitchen (i.e input new menus, cancel school meals, organise packed lunches for trips) – Make sure that the database is up to date.
- Liaise with school staff for organisation and billing of school lunches
- Run reports in SIMS to update contextual data in TT. This is done weekly, when children start or leave the school, and when pupil data change
  
- Undertake other duties as necessary for the Bursar / Headteacher

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### **Person Specification**

#### **Experience**

Desirable Any experience in primary educational settings (paid or voluntary)  
Essential Previous experience working in a Finance setting

#### **Qualifications/Training**

Desirable Accounting qualification or experience if possible

#### **Personal Qualities**

Commitment to providing a high quality service at all times – Meticulous and precise with numbers

Commitment to meeting the needs of pupils, parents/carers, staff and Governors

Commitment to promoting the Christian ethos of the school

A flexible approach to work

#### **Skills and Abilities**

Good interpersonal and communication skills

Good organisational skills

The ability to:

- Maintain appropriate level of confidentiality
- Handle difficult situations sensitively
- Maintain a commitment to equal opportunities.
- Work as a member of a team whilst using your own initiative
- Stay calm and “think on your feet”.
- Keep accurate and up to date records
- Undertake safeguarding training
- Assist the staff team in creating a positive learning and working environment

References will be collected for short-listed applicants prior to interview.

All posts are subject to successful DBS, Disqualification by Association Check and Health Check. The successful candidate will be subject to a satisfactory probationary period.

**Holy Trinity CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all governors, staff and volunteers to share this commitment.**