**Job Description - Team Member (Administration, Finance and Human Resources)**

Post : Finance Assistant

Line Managed By : Finance Officers

Line Manager of :

Salary : Band 4 Term-time Only, point 4 to 6 (£16,798 to £18,181)

**Job Purpose**  
   
To work within the Administration, Finance and Human Resources team and ensure that within their own work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school and team comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To record all financial transactions, collect and process all monies received from pupils and banking. Assist in the control of the financial administration of the School.
* Work under own initiative to ensure workload is prioritised and efficiently completed.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**   
The team members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team Leader or designate as required using any templates provided
* support the Team Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "student focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the team leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual students is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;

1. Undertaking duties before, during and after the school session
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties**

* Maintain accounts in accordance with sound financial practices, which meet the requirements of the School and the Portsmouth City Council Internal Audit Team.
* Collect, bank and account for monies. Organise the timely processing and settlement of invoices and maintain financial accounts.
* Ensure that all income and expenditure is accounted for and is recorded in the appropriate allocation.
* Produce financial reports, including all accounts, as required by Portsmouth City Council, the Leadership Team and Governors under the direction of the Finance Manager.
* Operation of the School Main Account accounting system, including maintenance of all accounting entries and the issue of financial reports to the account holders, Finance Manager and auditors.
* Process requisitions and orders, ensuring proper financial control of the purchasing process in accordance with agreed procedures. To be responsible for the ordering and control of the stationery and related stock of administrative consumables
* Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times.
* To answer and direct telephone enquiries from staff, pupils, parents and the general public.
* Provide administrative support, e.g. photocopying, typing, filing, collation of pupil reports, receiving deliveries.
* To support the Team Leader with the management and accurate maintenance of the SIMS information management system.
* To work with subject leaders and budget holders to maintain an accurate inventory of all items of stock
* Be involved in extra curricular activities, e.g. open days, presentation evenings
* To be First Aid Trained and to contribute to the cover the School Medical Room in the absence of the Welfare Assistant

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.