



JOB DESCRIPTION

Finance Assistant

LINE MANAGER: Finance Manager

Purpose and Key roles

To support the Finance Manager and Business Manager in all areas, in turn supporting the school with a stable, well-maintained back-of-house department.

Responsible for all aspects of finance, including processing purchase and sales invoices, account reconciliations and posting ledgers.

Excellent Sage and Excel skills required.

Key Responsibilities and Tasks

Accounts Payable

- Code and input all supplier invoices received
- Prepare and upload payment run onto Bankline
- Summarise payments for authorisation
- Process and journal any additional payments/ cheques made
- Maintain good relationship with suppliers
- Process PL payment run

Accounts Receivable

- Raising termly fee invoices
- Processing receipts
- Prepare and upload DD collections

Other

- Daily bank reconciliations
- Prepayment reconciliations
- On line purchases as required
- Process and check expense claim forms
- Riverside Café Profit and Loss

Month End

- Accruals, amortisation, depreciation and intercompany reconciliations
- Update and maintain fixed asset register
- Month end general ledger reconciliations



Scope of Impact

The Finance Assistant will be expected to: -

- Follow guidelines directly from the Finance Manager and the Business Manager.
- Be able to establish priorities, work independently and proceed without direct supervision on all routine matters.
- Implement school policies.
- Carry out tasks which may require a high degree of confidentiality.

Job Context

Supervision : The Finance Assistant is supervised on an exceptional basis and as such will have responsibility for determining priorities.

Contacts: Staff, pupils, parents, visitors, trade suppliers and 3rd party contractors.

The Finance Manager and Business Manager will work closely with the Finance Assistant to maintain an efficient service for Radnor House.

Other considerations

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head or Group Finance Director.

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management system.

I confirm that the content of the job description is a true reflection of the job as at today's date.

Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the 'Directory of Policies' page of our website.