

## Job description

**Job title:** Finance Assistant

**Reports to:** Finance & Business Manager

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### About School Business Services

SBS are one of the UK's leading suppliers of education support services with a portfolio that includes the full spectrum of Finance, MIS, ICT, HR & Payroll services. Providing professional teams that have a wealth of experience and an excellent reputation within the education arena.

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### Principal Job Role

*To provide high quality financial and system advice to our customers. The post holder will be joining a professional team of experts, working independently in a variety of schools and academies with an expectation to use their own initiative. There will be an expectation to perform this role within maintained, academy or free schools. This role is likely to be utilised across a variety of schools or academies.*

### Duties & Responsibilities

1. Assist in the day to day running of schools and academies purchase and sales ledgers. Likely duties will include:
  - Inputting of invoices onto school's financial system
  - Inputting of orders onto school's financial system
  - Inputting of income onto school's financial system
  - Checking appropriate authorisation of all the above prior to inputting
  - Checking invoice compliance with standard requirements prior to input
  - Preparing weekly payments runs for approval
  - Dealing with supplier queries
  - Inputting staff expense claims onto school's finance system, and preparing weekly payment run
  - Raising invoices, and matching to income on financial system
  - Posting internal journals
  - Bank reconciliations
2. Maintain a good working knowledge of computerised financial systems, including RM, SIMS FMS, PS Financials, Civica and any other relevant school software as required. Responsibility for continued development in system changes with an enthusiasm to learn new systems.
3. In addition to finance systems, there will be from time to time a requirement to input into the school's personnel systems and assist in the day to day operations of a school.
4. Provide additional support to schools including Personnel, account receivables, salary auto-reconciliation and equipment register where required.
5. Develop and maintain a working knowledge of the Schools financial value standard (SFVS) or Financial Management and Governance self-assessment (FMGS).

6. Provide an efficient help line service to schools when based in the office ensuring all calls are logged.
7. Maintain accurate records ensuring that all information relating to schools is kept confidentially and is filed appropriately at SBS and copies backed up to office 365.
8. Ensure that information is communicated to the department management team for additional work carried out in schools over and above the school's contract in order for the invoices to be raised.
9. Recognise potential problems in schools so that these may be highlighted in order that appropriate action can be taken.
10. Work collaboratively with schools, for the benefit of all, when issues arising have potential implications for others.
11. Be accountable for their work to the Headteacher, Governing Body, Finance and Business Manager and Operations Director.
12. Build and maintain strong relationships with individuals across the schools, anticipating and managing concerns, and ensuring key people are engaged.
13. Identify new opportunities within the Education Sector and cross sell other services that we can provide.
14. Provide support and advice to other team members as required.
15. Attend and contribute to all team/office meetings.

Any additional duties commensurate with the post as specified by the Finance and Business Manager