

## Job description

**Job title:** Finance Assistant

**Reports to:** Managed Service Team Leader

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### About School Business Services

As a market leader in providing education support services across the UK and overseas, the SBS portfolio encompasses the full spectrum of finance, MIS, ICT, HR and payroll services. Our professional teams have an excellent reputation within the education industry and have a wealth of experience, and are considered an indispensable asset to the schools we support every day.

### Finance and Business Team Growth

In response to continued business growth and exciting new opportunities, SBS is currently expanding its finance and business team. This vibrant new role will provide a suitable candidate with opportunities to develop and advance their skills in the education finance sector. The right candidate will be a hard-working, dedicated team player, with excellent attention to detail, who is looking to grow within their role in a thriving, successful company. The role would ideally suit someone with accounts experience, or a new/part-qualified AAT student, though full training will be provided.

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### Principal Job Role

To provide high quality financial and system support to our customers. The post holder will be joining a professional team of experts, working within the managed service team in Poole. The role will be day-to-day processing, with ownership of the transactional operations within a variety of schools. There will be an opportunity to learn and grow in the wider finance and business team through ongoing support to customers. First line support to our customers covers a variety of issues and systems to school and academy finance teams.

### Duties & Responsibilities

1. Assist in the day-to-day running of schools and academies' purchase and sales ledgers. Likely duties will include:
  - Inputting standard information into academy finance software
  - Processing purchase orders accurately with attention to agreed authorisation procedures and timescales
  - Processing goods received notes, checking items have been received and resolve discrepancies
  - Processing invoices, ensuring accuracy and appropriate authorisation prior to payment, in accordance with the agreed procedures and timescales
  - Processing income received onto schools' financial system
  - Reconciling third party income and expenditure and preparing journals for input into finance system
  - Checking appropriate authorisation of all the above prior to inputting
  - Checking invoice compliance with standard requirements prior to input
  - Preparing weekly payment runs for approval
  - Inputting staff expense claims onto schools' finance system, and preparing weekly payment run
  - Raising invoices, and matching to income on financial system
  - Posting internal journals

- Bank reconciliations
  - Supplier and customer query resolution
  - Maintaining electronic filing for all financial information
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. Provide support to Service Desk during busy times, ensuring all calls are logged.
  4. Maintain accurate records ensuring that all information relating to schools is kept confidentially and is filed in accordance with SBS guidelines.
  5. Ensure information is communicated to your line manager for additional work carried out in schools over and above the contract terms. This will be used to manage customer expectation and renegotiation of contract.
  6. Work collaboratively with schools, for the benefit of all, when issues arising have potential implications for others.
  7. Be accountable for their work to the Headteacher, Governing Body, Finance and Business Manager and Operations Director.
  8. Build and maintain strong relationships with customers and colleagues, anticipating and managing concerns, and ensuring key people are engaged.
  9. Identify new opportunities within the education sector and cross sell other services that we can provide.
  10. Provide support and advice to other team members as required.
  11. Attend and contribute to all team/office meetings.

**Any additional duties commensurate with the post as specified by the Managed Service Team Leader**