



Job Description
Finance Assistant

Responsible to:	Director of Finance
Job Specification:	Day to day financial transaction processing
Duties and Responsibilities:	<ul style="list-style-type: none"> • Check the bank statement and enter Direct Debits/Standing Orders into the finance system ready for bank reconciliation by the Payroll Manager. • Entry of sales income into the finance system, identifying the customer. • Management of cash receipts from catering, bookroom and fundraising, prepare for banking and entry into the finance system. • Processing petty cash and entering into the finance system, reconciling the amount in the tin to the amount on the system. • Management of Pre-paid credit card for trips, including loading amounts into the system and matching and entering payments on the return of the trip. • Setting up one-off and international payments in the bank not being processed through the BACS system. • Ensuring payments for deposits, returns of the deposit and organising utilities for school accommodation. • Management of Headmaster’s expense. <p>Purchase ledger when Purchase ledger clerk absent</p> <ul style="list-style-type: none"> • Input supplier & staff expenses invoice details into Pass ready for paying, ensuring they are coded to the correct nominal codes & departments. • <u>Double check</u> any changes to supplier payment details. • Ensure invoices are authorized by the budget holder and matched to delivery notes. • Identifying accruals and prepayments and bring them to the attention of the Director of Finance. • Send out remittance advices to suppliers • Prepare payments to suppliers by means of both cheque and BACS. • File invoices and maintain an efficient filing system. • When supplier statements are received check these against the finance system and request any missing invoices/credit notes. • Liaise with suppliers by telephone and letter when querying invoices and statements. • Answer any queries staff may have with payments from their departmental accounts. <p>Archiving</p> <ul style="list-style-type: none"> • Archive file reports and invoices when appropriate. • Maintaining an efficient archive cupboard.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<p>Other Duties</p> <ul style="list-style-type: none"> • Research and analyses figures for the Bursar/Director of Finance from time to time. • Support other duties if other members of staff are away. • Managing the school mobile phones – arranging for top up and for them to be picked up and returned
Key Skills – Knowledge of:	<ul style="list-style-type: none"> • Computer literacy: Microsoft Office, Excel, knowledge of WCBS Pass an advantage. • General accounting principles • Good written and verbal skills; excellent telephone manner.
General Requirements	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of pupils with whom you come into contact. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with pupils, parents and colleagues. • Promote the good name and reputation of the School. • Adhere to School policies and procedures.
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Enthusiastic individual possessing commitment, drive and energy, with a presence which engenders confidence and respect from pupils and colleagues. • Ability to plan, prioritise and manage a varied workload. • Team focused: shares knowledge and information with other members of staff to promote good practice. • Able to support and foster a sense of team spirit. • Co-operative, helpful and accommodating with other team members and staff. • Focuses on what needs to be delivered: understands what is needed and responds promptly. • A proactive, ‘can do’ attitude to all tasks. • Welcomes challenges, and meets them with enthusiasm. • Shows a flexible approach, willing to adapt and respond to priorities. • Seeks out additional duties and uses own initiative. • Good communication and persuasion skills. • Consistently strives to maintain a high standard of work.
Terms & Conditions	<p>Hours of Work 16 hours per week: working pattern can be agreed but preferably over 4 or 5 days (3 days as a minimum) per week. To include all relevant INSET days.</p> <p>Holiday 33 days (inclusive of all statutory days) pro rata for part time working hours. Holiday is to be taken in consultation with your Line Manager.</p>
Safeguarding Children	<p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced criminal record check through the Disclosure and Barring Service.</p>

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