**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Finance Assistant |
| **Grade** |  |
| **Responsible to:** | Finance Secretary |

**Purpose Of The Job:**

To work as part of the administrative team in supporting the school in attaining its aims and objectives by assisting the Finance Secretary to ensure proper records are kept, maintaining and inputting data unto computerised financial management systems ensuring information contained therein is up to date and accurate and complies with relevant legislation, regulations and policies.

Main Objectives:

1. Processing of all orders, invoices etc in accordance with school financial regulations.
2. Upkeep of filing system of supplier’s catalogues.
3. Operation of schools letting policy, taking bookings and invoicing for use.
4. Operation of new technology.
5. Production of spreadsheets.
6. Locating, collating, analysing and presenting basic numerical information.
7. Collection of school meals money and issue of free meals tickets- liaising with kitchen staff.
8. Any other duties relevant to the post.