



Sir Roger Manwood's School

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Finance Assistant

Job Description

Summary of Job	To provide finance support and administration, assisting the Finance Manager and School Business Manager in the day-to-day running of the School's* accounts, including budget preparation
Reporting To	Finance Manager / School Business Manager
Salary	Kent Range 5-6
Working Time	22.5 hours per week
DBS	Enhanced with list check
Date	June 2024

Outline of main responsibilities, purpose and tasks

- To ensure the School's finance and accounting system – currently, PS Financials – is maintained accurately
- To ensure compliance with legal and regulatory frameworks, in conjunction with the Finance Manager
- To process orders, and in so doing, to ensure best value by price- and sense-checking
- To manage the BACS and cheque payment systems
- To raise and process invoices for payments due to the School
- To be responsible for processing incoming payments, including receiving, counting and banking cash and cheques, as well as electronic payments
- To manage the petty cash and float system
- To perform month-end routines, including VAT returns
- To provide reports and other administrative support to the Finance Manager and School Business Manager
- Where circumstances necessitate, to provide cover in the Front Office as part of the Administration Team
- To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager or Finance Manager