

ST PETER'S CATHOLIC VOLUNTARY ACADEMY TRUST

Job Description

Finance Assistant

Post Holder

Salary Grade Grade D, Scale Point 6 - £13.92 (actual) per hour

Contracted Hours 25 - 30 hours per week, Mon – Fri, flexible hours but must be 5 days per week. Minimum 25 hours per week.

Contractual Weeks Term Time (plus 5 days only if required during summer holiday)

Key Purpose

Support the Senior Finance Assistant (SFA), Finance Manager (FM) and School Business Manager (SBM) by facilitating all aspects of the purchase and sales ledgers, petty cash and bank accounts. Ensure that deadlines are met and Academy financial procedures are adhered to, in line with the regulations set by the ESFA.

Reporting to: Finance Manager

Key Responsibilities

General

- Maintain financial and other systems to ensure the quality and accuracy of financial information.
- Have a thorough working knowledge of the school's financial system, covering absent colleagues when appropriate.
- Ensure compliance with the Academy Financial Procedures and ESFA Academies Financial Handbook, advising the FM/SBM of any concerns.

Purchase ledger

- Coding purchase invoices onto Academy's financial system. Process all invoices within the time parameters set, ensuring they are fully authorised and prepared for payment.
- Process invoices any payments for trips.

Sales ledger

- Raise sales ledger invoices and process payments received.
- Debtor and credit control.

Cash and bank

- Ensure the regular recording and banking of receipts received, both cash and cheques and lodging them with the bank in a safe and secure manner.
- Process all bank statements and monitor bank statements weekly, reporting any suspicious transactions promptly.
- Manage charitable initiatives

Other

- Assist audit with queries.
- Manage Parent Pay set up, build reporting structures.
- Assist with school trips and reporting to trip organisers.
- Manage school lunches through parent Pay.
- Assist with month-end procedures relating to Purchase & Sales Ledger and Cashbook.
- Assist with Pupil Premium and Primary budget reporting
- Monthly DFC and Bursary budget reporting, liaising with budget holders

Support for the School

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person

To contribute to overall ethos, work and mission statement of the school

To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date

Signed

Headteacher

Date

Agreed: October 2026

Review: