



## **Ashmole Academy**

### **JOB DESCRIPTION**

**JOB TITLE:** Clerical Assistant - Finance

**GRADE:** Pay point 17 (Term Time)

**Responsible to:** The Head Teacher in all matters and to Line Manager.

#### **EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the Trust's staffing structure and the Trust's corporate plan.

#### **Duties and Responsibilities:**

1. Processing requisitions from Heads of Departments, typing, printing out and posting orders and confirming process completed
2. Dealing with invoices. Keeping the invoice log of invoices sent to staff for authorisation to pay.
3. Processing payment of invoices.
4. Raising cheques.
5. Bursary Fund – check records of attendance and relay this information to the Finance Manager to approve fortnightly Bursary fund Payments
6. Dealing with creditors by telephone, post and email.
7. Checking statements, chasing invoices not returned by departments.
8. Dealing with account enquiries from staff.
9. Monthly departmental printouts.
10. Assist in the reconciliation of Bank Accounts
11. To issue Petty Cash, maintain accurate records and reconcile on a regular basis.
12. Period end close down.
13. Filing of invoices, cheque lists and order numbers.
14. Reconcile cheques received with remittance advice notes.
15. Analysis of photocopying, RISO, duplicating and stationary and charging departments accordingly.
16. Inputting banking onto software and reconciling to receipts book.
17. Reval end of day – empty the machine and turn off
18. Manage stock control of online shop orders providing Business Manager with monthly updates to enable efficient. Manage and distribute orders to students. Carry out periodic stock count
19. Assist in the allocation and distribution of locker keys.
20. Deal with students and staff enquiries at break and lunch times
21. Parent+ Pay systems, update school trips accounts and provide reports to trip organiser to manage account

**General:**

1. To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the Trust.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_

Date: \_\_\_\_\_