****St Andrew’s School**

A school with Quaker values

Aylmerton Hall ⬩ Holt Road

Aylmerton ⬩ Norfolk ⬩ NR11 8QA

Telephone: 01263 837927

Email: head@standrewsschool.co.uk

Executive Head: Julie Jackson

Head of School: Jim Collin

Job Description

Finance Assistant

**Role**

The Finance Assistant will be accountable to the Executive Head.

**Main accountabilities/activities:**

**General Duties**

* To assist with the management and control of the school’s financial resources.
* To match invoices to orders, obtain authorization for payment and make payment via bank transfer.
* Enter payments into excel account spreadsheets.
* Enter Amazon and any other debit card payments into excel.
* Raising orders for goods, supplies and services.
* Submit electric/water readings monthly.
* Assist with all functions relating to payroll and pension schemes.
* Enter invoices into Xero accounting software.
* Banking and cash withdrawals at Cromer post office.
* Order heating oil when requested.
* Archiving of old financial and payroll data.
* Ensuring items are added/removed from the asset register as required.
* Keeping records of individual class/subject budgets.

**Other Duties**

* Partake in a lunch time playground duty (20 minutes) on a rota basis.
* Provide administrative support appropriate to the needs of the school.
* Comply with the schools safeguarding policies and procedures.
* Keep informed of current legislation, statutory and other guidance with regards to data protection, GDPR and confidentiality.
* Attend and participate in relevant training.
* Undertake other similar activities that may fall within the scope of the post as directed by the Executive Head.