

## Finance Assistant School Trips & Lettings

Job Information	
Reporting to	Strategic Business Director
Grade	Grade 8 Point 18 (18-23)
Salary	£29,269 Pro Rata – Actual salary £24,743
Hours /Weeks	37hrs per week Term Time Only Mon–Thurs 8.00am–4.00pm and Fri 8.00am–3.30pm (Includes 30min lunch unpaid lunch break Annual leave taken during school holidays)

Job Purpose
<ul style="list-style-type: none"> <li>Finance Assistant with responsibilities for School Trips and Lettings</li> </ul>

Location
<ul style="list-style-type: none"> <li>The Warriner School</li> </ul>

Main duties and responsibilities
<p><b>School Trips:</b></p> <ul style="list-style-type: none"> <li>Ensure that all school trips and off-site visits are arranged in accordance with the School Trips and Visits policy.</li> <li>Ensure SLT approval has been given at the start of any trip before letters and costings</li> <li>Check paperwork – letters to parents, risk assessments, all admin/ finance records etc have been completed correctly, received by the deadline date and signed off</li> <li>Receive payments via ParentPay or in cash</li> <li>Update the Trip Leader on any additional information on the students when changes happen</li> <li>Book coaches, entrance to venues, tickets for theatre trips etc as required</li> <li>Ensure parents give consent by payment or letter</li> <li>Keep a record of all letters sent out</li> <li>Keep records of visits, and any accident, incident and near-miss forms</li> <li>Complete insurance claims for any trip incidents or student illness</li> <li>Review systems and monitor practice</li> </ul>

- Liaise with the WMAT H&S Manager to ensure the risk assessments meet requirements
- Ensure that any parents hosting exchange students have current DBS Checks
- Ensure volunteers assisting have current DBS Checks
- Arrange Emergency Contact/Medical lists for all trips prior to the event
- Distribute Emergency Contacts and Medical lists to General Office (to record absence) and Lead First Aid to prepare First Aid Kits
- Distribute Emergency Contacts and Medical lists to the trip leaders
- Pay all invoices for the trips by the deadline
- Ensure the trip leaders complete a Trip Evaluation Form on the completion of the trip

#### **School Shops:**

- Sell tickets for in-house performances
- Sell Stationery for different departments
- Sell Tennis Balls
- Sell Yondr Pouches
- Sell Locker Keys

#### **Parentpay:**

- Responsibility for the ParentPay payment system
- Setting up payment items for all trips, tickets, equipment etc.
- Producing student payment reports
- Entering ParentPay transaction invoices onto PSF (Finance Software)
- Responsibility for providing support and advice on the system to parents
- Bank cash and cheques and entered onto ParentPay
- Receipt income from ParentPay, complete the nominal receipts in PSF
- Responsibility for chasing payment for outstanding Parent monies
- Distribution of ParentPay activation letters
- Run MIS Sync between SIMS and ParentPay to generate new ParentPay letters
- Process refunds on ParentPay
- Issue blue slips to students who need Lunch but no money on their account
- Email parents to add money to their account
- Liaise with Restaurant Manager re ParentPay/Till discrepancies
- Chase parents on behalf of the Restaurant Manager for outstanding debts

#### **Reconcilitations:**

- Reconcile Warriner Bank Account monthly
- Pass for authorisation then file

**Cashier:**

- Process Journals / transfers between accounts
- Arrange cash floats for internal events/fundraisers

**Banking**

- Process Cash Receipting all banked monies
- Check banking sheets to paying in book ready for collection

**PSF actions re Trips:**

- Reviewing trip balances
- Close down the trip when completed
- Journal where needed

**Cheque Run and Reimbursement**

- Prepare invoices/cheque requests for Cheque Run
- Process into PSF
- Write Cheques for payment
- Distribute to NGA & ANK for signature
- Despatch Cheques to Payees

**Sales Invoices**

- Produce sales invoices as required, Lettings and Internal
- Sales receipting on PSF for cheque payments
- Sales receipting on PSF for payments direct to bank
- Chase payments due

**Lettings**

- Receive all bookings for hire of educational premises
- Prepare paperwork for individual hirers
- Produce a schedule of bookings for the Site Team and Evening Caretaker
- Liaise with hirers over any issues and their bookings
- Produce a list of invoices required and invoicing on a monthly basis
- Review Hirers costs with SBD yearly
- Contact seasonal hirers to confirm their bookings in advance

**Journals**

- Enter internal invoice journals
- Minibus, Printing solutions and Exams

**Supervising/Support/Training**

- Training and support for Primary schools in the MAT on ParentPay, and Schools Trips
- Providing additional support to members of the Finance Team as required

**Filing and Records**

- Filing as required.

**Admin**

- Groupcall – reminder of payment deadlines, missed payments, negative dinner money accounts, etc.
- Produce reports on FSM students, order HSF vouchers to cover school holidays and allocate via EVouchers system
- Calculate Sixth Form minibus termly, notify parents and add to ParentPay, journal as required
- As required assist SBD with admin tasks as directed
- Undertake any additional finance duties as required by the SBD

**Responsibilities**

- Ability to prioritise work, meet tight deadlines and work under pressure in a noisy environment
- To take responsibility for your own health and safety within your own department.
- Ability to adapt to several different Accounts and Computer Systems
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to Strategic Business Director
- Be aware of and support difference and ensure equal opportunities for all.
- Good word processing and complex IT based skills
- Ability to liaise with senior members of staff and other professionals
- Be prepared to undertake any training and other learning activities, performance development as required

## **Health and Safety**

As an employee you have legal duties too. These include;

1. taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. co-operating with your employer on health and safety
3. correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. not interfering with or misusing anything provided for you health, safety and welfare

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*

**Person Specification  
Finance Assistant  
School Trips and Lettings**

<b>Personal requirements</b>	<b>E = Essential</b> <b>D = Desirable</b> <b>S = Will be used to shortlist candidates</b>
<b>Experience and qualifications:</b> <ul style="list-style-type: none"> <li>• Experience of working in a busy environment</li> <li>• Experience and interest in working with children /education</li> <li>• Experience of dealing with Staff, Students and Visitors in person and on the telephone</li> <li>• Ability to use Microsoft Word and Excel</li> <li>• Ability to work independently using own initiative undertaking research to obtain information in order to form decisions</li> <li>• Ability to work as part of a team and provide administrative and organisational support to SBD</li> </ul>	E S E D  E S E S E S  E
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of Schools Information Management Systems</li> <li>• Knowledge of Private Funds Manager</li> <li>• Knowledge of schools and issues relating to education</li> <li>• Knowledge of school policy in relation to post</li> </ul>	D D D D
<b>Skills:</b> <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Ability to work accurately and maintain database</li> <li>• Ability to work with all stakeholders</li> <li>• IT skills - Microsoft Word and Excel</li> </ul>	E E E E S
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>• A confident, friendly and helpful manner</li> <li>• An awareness of and commitment to staff, students and parents</li> </ul>	E E

• Ability to deal sympathetically with both students and adults, contributing to the overall ethos, work, aims of the school	E
• Ability to use discretion and have an understanding of the importance of confidentiality	E
• Good communication skills both verbal and written	E
• Ability to work as part of a team	E
• Ability to work under pressure and remain calm in different situations	E
• Adaptable and flexible	
• A confident, friendly and helpful manner	E
• A good sense of humour, recognise own strengths and areas of expertise and use these to support and advise others	E
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