



Job Description

Job Title: Finance Assistant – Maternity Cover

Responsible to: Finance Manager

Salary Grade: 5

Key Purpose:

The Finance Assistant – Maternity Cover will primarily be responsible for sales ledger, purchase ledger and for providing support within the finance department.

Main Responsibilities:

- Processing invoices and credits
- Processing BACS, cheque and credit card payments as required
- Providing updates to budget holders
- Assisting in the monthly reconciliation of bank accounts
- Ordering goods and services
- Managing the online cashless catering/trips payment system (Scopay and Parentpay)
- Solving emerging payment issues with users
- Input payroll amendments and keep detailed records
- Assist the CFOO with payroll queries
- Ensure data integrity in finance systems and support audits by maintaining organised and up-to-date records
- Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, post distribution, setting up refreshments and reception cover when required
- Other duties as deemed necessary by the Headteacher.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Job description last reviewed: October 2025

Errors and Omissions Excepted