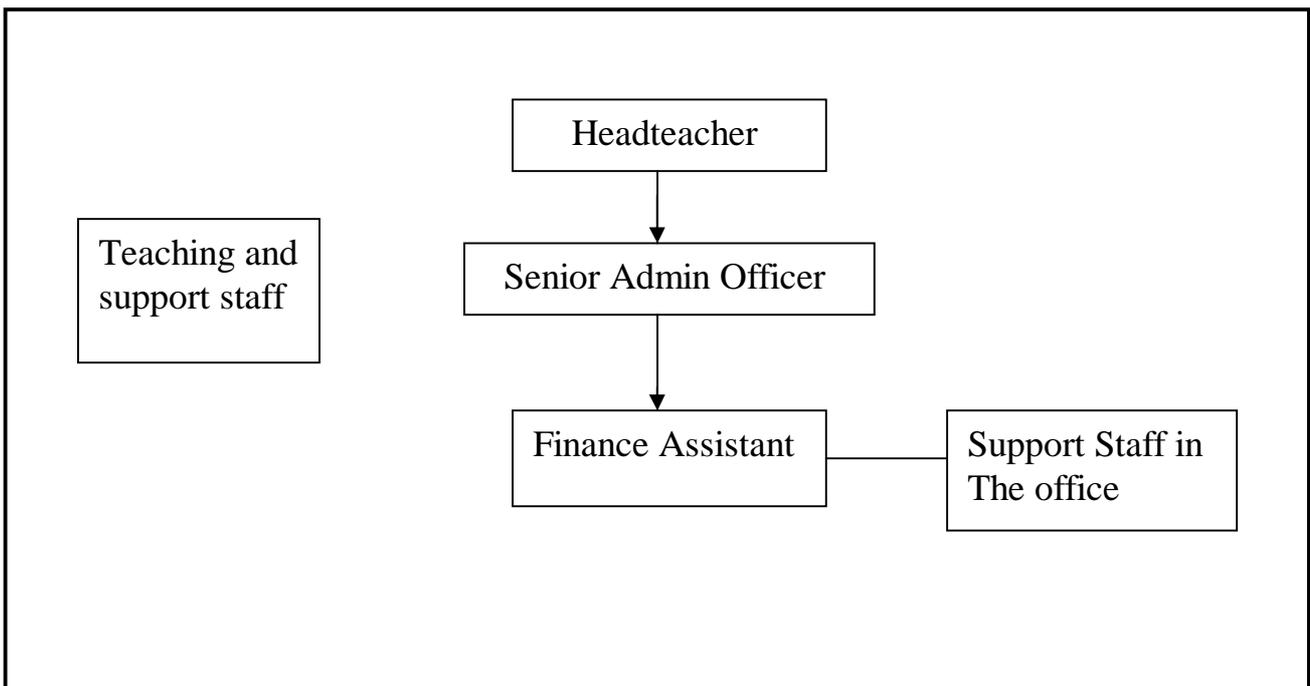


Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Section A

Role profile ref no:	01425
Department/Section:	Education – Schools
Role Title:	Finance Assistant
Reports To - (Supervisor/manager’s role title) :	Admin Officer – Line Manager
Role Purpose: (why the role exists)	Day-to-day management of income and expenditure of departmental accounts set up by the Admin Officer. Management of all other finance and administrative tasks as identified within the role profile.

Section B Organisation



Section C

ROLE REQUIREMENTS

Accountabilities	Accountability Statements	% of Time
Financial Management	<ul style="list-style-type: none"> • Process orders – upon authorisation ensure orders are delivered within the expected timescale. • Payment of invoices – liaise with teachers and supplies over queries. • Banking – <ol style="list-style-type: none"> 1) Assist in the collection, receipting and banking of cash, processing all monies banked into the HCC financial management system against the correct cost codes. 2) Weekly banking of school meals and vending services together with reconciliation of the monthly account invoice from Hampshire Caterers. • Petty Cash – action cheque requests, recording payments from local accounts. Use petty cash reports to reconcile monthly bank statements and reclaim cash from HCC. • Journal transfers – transfer money between cost codes as required. • Music tuition fees – manage the requests, payments and banking of termly music fees. • Prepare original and revised budgets • Petty cash 	50%
Administration	<ul style="list-style-type: none"> • Photocopy usage – record photocopier usage half-termly and provide meter readings to supplier for billing. • Reports – Produce monthly budget reports on all accounts and attend governors’ meetings to present budget reports. • Reports - Produce monthly report for reconciliation of salaries • Reports – Produce outstanding commitment reports and action accordingly. • Help to provide cover in absence of receptionist. • Return orders – liaise with supplies to return unwanted goods. • School meals – enter weekly figures into excel documents. • Audit logs – update hardware logs in-line with audit requirements. • Act as local Administrator on HCC finance system • Debt control – produce termly reports • Process weekly statements 	40%

<p>% Corporate and statutory initiatives - equalities/health and safety/e-government/</p>	<ul style="list-style-type: none"> Awareness of health and safety regulations. 	<p>5%</p>
<p>Personnel</p>	<ul style="list-style-type: none"> Complete SAP forms for new contracts of employment, and changes to contracts Maintain updated personnel files Maintain records of supply teaching Check and send onto Payroll – SAP claim forms for: casual work, additional hours, supply, also travel and subsistence and training expense forms 	<p>5%</p>

Section D -The key decision making areas in the role

- Prioritise tasks/workload
- Payment demands – liaise with suppliers – refer unresolved issues to line manager.
- Order requests – determine if budget available to cover costs – may refuse order.

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

No of pupils: 500-1600 (secondary) 40-400 Primary
 No of departments (secondary): 15+
 Estimated no of suppliers: 500
 Activity accounts – approx turnover = 124k
 School Budget – £1million +

Section F - The main contacts – external/internal customer contacts and purpose

Internal Contacts

- Teaching Staff – liaise regarding departmental running costs, activity account budgets, orders and payment of invoices.
- Admin Officer – advise of overdue accounts and unresolved issues with suppliers – discuss work loads
- Personnel and Payroll - advise of new contracts and changes to contracts, resolve payroll queries arising from salary reconciliation

External Contacts

- Parents – letters to parents regarding music tuition fees/activity payments.
- Suppliers – liaise regarding orders and payments.
- External fund providers – prepare project budgets, prepare quarterly income and expenditure accounts to draw down funding

Section G - Working conditions – environment, and physical effort or strain.

Normal Office environment

Section H - Context/additional information

Training is required for updates/changes to financial management systems as and when they occur.

PROGRESSION IN ROLE

Section J - Entry: Necessary role-related knowledge, skills and experience at selection

- Educated to GSE level or equivalent in Maths and English
- Good communication skills
- Good organisational skills
- Competent in Microsoft Office packages
- Capable of working on own initiative and prioritising workloads
- Ability to obtain an effective and efficient administrative system
- Skilled in maintaining personal and professional confidentiality
- Experience in a financial background

Section K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective

3-6 months

(To be fully competent in all aspects of the role will take a whole academic year as certain aspects of the role will only occur annually)

Section L – Operationally effective: How would effectiveness in role be demonstrated?

- Good organisational skills
- Competent in all areas of financial systems
- Good communication with staff, parents, pupils and external contacts.
- Ability to work independently and on own initiative.
- Competent in all accountability areas.

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

- More proactive in the management of budgets.
- Willingness and ability to take on additional responsibilities allocated by the Admin Officer.