



JERSEY COLLEGE FOR GIRLS

JOB DESCRIPTION

Job Title:	Finance Assistant
Responsible to:	Finance Manager
Grade:	5
Hours:	27 ½ hours per week. Term time only + 5 days.

The aim of all posts at JCG is to sustain and improve the quality of learning of the students in the College. Staff work with the Principal, Vice Principal, Assistant Head teachers and other colleagues to promote educational opportunities, equality of opportunity and a quality working environment for both staff and students.

Job Purpose

The post holder will assist in the day to day management of the Colleges finances, ensuring accounting records are accurately maintained and procedures adhered to.

Principal Accountabilities

- 1.1. Responsible for all areas around the accounts payable function, using the online States accounts payable system Supply Jersey. Liaise with Treasury Accounts Payable and suppliers regarding payment of all orders and invoices, ensuring invoices are correctly signed off and authorised as appropriate. Process requisitions for support areas of the College. Request set up of new suppliers in Supply Jersey.
- 1.2. Ensure all invoices are paid and records updated, investigating any unmatched invoices within the system and following up any discrepancies with suppliers. Review supplier statements to ensure College accounts are paid on a timely basis. Use Supply Jersey and Hubble reporting system to review transactions as necessary.
- 1.3. Support non-finance staff with making of orders in Supply Jersey, assisting with their queries.
- 1.4. Process all other accounts payable transactions including claims for expenses and payments by petty cash, updating records to reflect these transactions.

- 1.5. Process monthly staff purchase card statements, ensuring statements are correctly signed off and returned in accordance with procedures, coding to the correct budget and updating records.
- 1.6. Post journals relating to costs and income of the school, including cost recharges such as photocopying, ensuring costs are posted to the correct department.
- 1.7. Distribute budget holder cost reports at least termly to all budget holders, and on request. Deal with any resulting queries from budget holders and update records if appropriate.
- 1.8. Prepare invoices for raising miscellaneous income and submit to accounts receivable.
- 1.9. Prepare weekly bank reconciliation
- 1.10. Record information relating to receipts, including into the School General Fund, in accordance with procedures using Microsoft Excel or School Fund Manager (‘SFM’) software as appropriate.
- 1.11. Make payments, including cheques, bank transfers and foreign currency payments from the General Fund for all areas including trips, activities, music programmes, fundraising and order currency for school trips. Update records to reflect transactions.
- 1.12. Ensure correct procedures are followed for the use of cash floats for school trips and reconcile travel advances to ensure expenditure is accounted for.
- 1.13. Liase with the office to ensure letters are sent to parents chasing up unpaid amounts and deal with bank returned cheques as necessary.
- 1.14. Deal with incoming finance department post.
- 1.15. Maintain the filing system of the Finance Department.
- 1.16. Assist the Finance Manager as and when necessary in other roles within the Finance Department.

Undertake any other task as may be reasonably requested by the Principal.

Person Specification

The postholder will:

- Be educated to A level standard or equivalent and be literate and numerate.
- Be able to work accurately and methodically in a busy environment.
- Demonstrate a good knowledge of Microsoft Excel and Word and ideally have knowledge of Supply Jersey, JDE, Hubble Reporting, CMIS, SFM and Joinos.
- Be extremely organised and cope with the stress of working in a busy office in a calm manner.
- Be able to undertake basic bookkeeping.
- Possess good people skills and be able to deal sensitively and tactfully with members of the public, other staff, parents and students.
- Be expected to acquire a thorough knowledge and understanding of activities within their area of work. The willingness to develop and extend skills would be advantageous.
- Follow instructions related to routine matters of the day to day running of the finance office.

- Be able to work on own initiative, decisive and able to negotiate problems.
- Implement States and school policies.
- Carry out tasks which may require a high degree of confidentiality.

This job description is subject to review to ensure it meets the needs of the College.

Postholder: Date:

Principal: Date: