



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

JOB DESCRIPTION

JOB TITLE	Finance Assistant: Educational Visits and Purchasing	JOB REF NO	AAAE7102
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BASIC JOB PURPOSE

To co-ordinate and risk assess all educational school visits, undertake a range of financial and clerical administration and deputise in the absence of the Finance Officer. Provision of a central procurement service for the school for all goods, services and equipment.

MAIN RESPONSIBILITIES

NO	
1	Administer the school fund (including the maintenance of appropriate accounts eg. School trips/events) and administer other school held accounts to ensure that necessary information is available and the funds are controlled in accordance with the recognized accounting practice. Supported by Finance Officer.
2	Ensure a Risk Assessment and documentation is completed for each school visit in accordance with School/Council Policy.
3	Liaise with teaching staff over events, sales and school trips. Co-ordinate school trip letters, obtain quotes for and book transport and tickets/venues, completing budget forms. Ensure appropriate parental consent forms are completed. Ensure criteria for reduced cost trips is maintained. Keep accurate and up to date records of all transactions thus ensuring a smooth and efficient service in order for effective reviewing of accounts.
4	Monitor and take appropriate action with regard to pupil debts.
5	Issuing and collecting various school forms and collection of all school fund monies from pupils and preparation of monies for banking.
6	Ordering school materials and equipment on behalf of all departments.
7	Check goods received.
8	Checking and processing of invoices for payment.
9	Respond to the needs of students, parents and other visitors to the finance office, respond to internal and external telephone calls to the finance office in relation to the school fund and school trips.
10	Keep up to date with changes in financial regulations and undertake training to ensure that the best financial practices are followed.
11	Deputise in the absence of the Finance Officer
	<i>Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Business Manager/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.</i>