

TONBRIDGE GRAMMAR SCHOOL

Job Title:	Finance Assistant
Pay Scale:	TGS5, point 18 – 20 £28,315 (£26,391 pro rata) - £29,807 (£27,782 pro rata)
Hours:	37 hours over 5 days per week for 43 weeks per year (term time plus 4 weeks in the holidays)
Line Managed By:	Business Manager
Date:	January 2025
Job Purpose	
To provide high quality financial and administrative assistance to the Finance team. To assist in all appropriate procedures to ensure the effective operation of the finance function; accurately input and reconcile data in the computerised accounting package and respond to financial queries.	
Key Areas of Responsibility	
Finance	
<ul style="list-style-type: none">• Adhere to the internal controls relevant to the finance function and carry out daily and monthly procedures including monitoring the finance inbox.• Manage the purchase ledger. Obtain invoice authorisation from budget holders and enter purchase invoices onto PSF. Collate weekly payment run and remittances for the Academy bank account.• Prepare monthly bank reconciliations for the Academy, School Fund and other holdings of reserves.• Post monthly and annual accruals and prepayments.• Prepare monthly petty cash reconciliation and post petty cash.• Prepare and post monthly printer/photocopying recharge journal, reconciliation and monitoring.• Reconcile and post monthly payroll.• Monthly credit card reconciliation and transaction posting.• Reconcile control accounts including VAT, payroll, purchase and sales ledger controls and childcare vouchers.• Ensure all VAT transactions are properly recorded and reported. Prepare the monthly VAT return and make the VAT claim in a timely manner.• Review and monitor aged debtors and creditors report. Reconcile supplier statements as required.• Assist in month end reporting.• Document and monitor utility use.• Check and send water and solar meter readings.• Analyse and monitor phone usage and billing.• Assist in the year end process including responding to auditor requests.• Assist in the completion of the TPS EOYC.• Responsible for the administrative management of PSF.• Support the Finance team in the administration of all financial matters and provide wider administrative support as required by the Business Manager.	
Development Fund	
<ul style="list-style-type: none">• Provide support to the Development Office by processing transactions on ToucanTech for School Fund and Development Funds and reconcile bank movements, raising any queries with the Development Office, before posting the monthly movement on PSF.• Calculate and post monthly gift aid accrual.	

Voluntary Fund

- Process banking eg charity collections, as required.

As with all employees of Tonbridge Grammar School, the Finance Assistant will be expected to:

- Play a full part in the life of the school community, to support the school ethos.
- Actively promote school policies.
- Commit to continuing professional development.
- Actively engage in the staff review and development process.

Knowledge & Skills:

- Previous Finance/Accountancy experience is essential.
- A high level of attention to detail and accuracy.
- Experience using finance systems (particularly PSF).
- The ability to prioritise and coordinate different ongoing tasks to meet set deadlines.
- A good skill level in checking integrity of data.
- Good organisational and team working skills.
- Good knowledge of Microsoft Office components, especially SharePoint, Word, Excel and Outlook.
- An awareness of health and safety issues as they relate to a school environment.
- Knowledge of safeguarding requirements for working with children.

Personal Qualities:**Self awareness**

Emotional self awareness
Accurate self assessment

Social Awareness

Empathy
Honesty
Organisational awareness
Forward thinking

Self management

Adaptability and initiative
Ability to work to deadlines and anticipate and pre-plan workloads
Achievement orientation
Proactive

Relationship management

Ability to work as part of a team and collaborate with others
Customer focussed
Proven ability to relate well to young people