



Finance Assistant

JOB DESCRIPTION			
Department	Finance	Date	August 2019
Responsible to	Finance Manager	Responsible for	N/A
Job Purpose <ul style="list-style-type: none">To undertake duties competently and efficiently and to provide assistance with and cover for other appropriate Finance functions as required.			
Reporting Structure <pre>graph TD; A[Finance Director] --- B[Finance Manager]; B --- C[Finance Assistant];</pre>			
Responsibilities/Accountabilities <ul style="list-style-type: none">Banking – Preparing paperwork and banking daily takingsPetty cash – Liaising with budget holders on petty cash requirementsOpening post and daily post distributionAssist with general office administration as directedAttend and participate in Finance Team MeetingsBe responsible for your own health and safety and not knowingly endanger others in the course of day to day duties, reporting any health and safety hazards identified to your line managerDemonstrate a commitment to improving and developing the organisation's processes and facilitiesCarry out such duties that may be reasonably required by your line manager			
Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			

PERSON SPECIFICATION	
Experience <i>(Types of experience needed)</i>	<ul style="list-style-type: none"> Ideally the candidate will have some finance office experience and good numeracy and Excel skills
Qualifications <i>(Minimum qualifications needed, relevant experience may be a substitute)</i>	<ul style="list-style-type: none"> Good general education with Level 2 qualification or equivalent in Maths and English (e.g. GCSE grade C or 4 or above)
Skills & Abilities <i>(Written/oral communication, dealing with public, team working skills, etc.)</i>	<ul style="list-style-type: none"> Willingness to learn and work as part of a team Attention to detail
Additional Work Elements <ul style="list-style-type: none"> This is a fixed term position for 6 months with the possibility of extension for the right person In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared 	
HR REFERENCE DETAILS	