

**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	Finance Assistant Apprentice (13 months Fixed Term Contract)
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<b>Working Pattern</b>	37 hours per week / Term Time plus 10 days. (Five days normally be worked over the last five working days of the holiday, before the start of the new school year)
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Salary information	Rates for Level 2 and 3 Apprentices	Apprentice Hourly Rate	Apprentice Annual Salary 2023	Actual Salary
	All ages in first year of apprenticeship	£7.55	£14,566.92 pro rata	£13,172
	<b>Year Two onwards</b>			
	Under 18 years old (16 and 17 years old)	£7.55	£14,566.92 pro rata	£13,172
	18 – 20 years old	£10.71	£20,664.06 pro rata	£18,680
	21 years old and above	£10.90	£21,029.27 pro rata	£19,015

<b>Purpose of the Job</b>	To contribute to teaching and learning in the school and the wider St. Clare Catholic Multi Academy Trust by assisting with all aspects of the operation of efficient finance systems, working in accordance with any currently applicable schedules.
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<b>Responsible To</b>	Finance Manager
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<b>Responsible For</b>	N/a
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<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>Low</b>
	<b>Degree of Responsibility for Children</b>	<b>Low</b>

**Conditions of Employment**

The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.

To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.

### **Performance Measures:**

- Finance systems provide an efficient and effective service to users in accordance with any currently applicable schedules;
- The finance department projects an orderly and pleasing image of the school and wider Catholic Multi Academy Trust at all times.
- Successful completion of the Association of Accounting Technicians Level 2 qualification within the fixed term contract timeframe.
- Excellent numeracy and IT skills, especially in MS Excel.

### **Primary Responsibilities:**

To support all finance systems and services in Notre Dame High School and the wider St. Clare Multi Academy Trust finance team as required:

#### **Main Duties**

- Monitor and manage the central finance mailboxes
- Process purchase invoices
- Reconcile supplier statements and deal with any queries
- Process Sales Ledger Invoices
- Monitor Creditor and Debtor reports including Customer Debt chasing
- Process banking cash/cheque receipts.

#### **To support the Finance Manager with:**

- Administration of Parent payment system – currently Bromcom
- On-line parent payment receipts – currently Bromcom
- Processing and reconciling staff expenses
- Reconciling and submission of credit card month end statements
- Production and maintenance of spreadsheets
- Support and training for both Teaching and non-Teaching staff on finance related systems
- Respond to, and resolve queries, taking action as appropriate and identify any preventative measures.
- To support the central Catholic Multi Academy Trust Finance Team with finance related information / data collection requests as appropriate. Ensuring information is submitted in a timely manner.

### **Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person takes on any additional responsibility as the school develops and/or the need arises.

**General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.