

CONTEXT SHEET

JOB FAMILY	BUSINESS SUPPORT
ROLE	FINANCE
GRADE	5
What will your role be in addition to the duties in the Job Description?	
<p>To support the financial administration within the school. Will assist with the development and maintenance of management information systems, assist with routine budget monitoring, collect and balance cash income. Responsible for issuing and processing of invoices and maintenance of accurate records.</p>	
Specific Duties?	
<ul style="list-style-type: none"> Undertake all administrative tasks related to school dinner money/milk and visits. Collecting and balancing cash income for breakfast club. To be responsible for the collecting, accounting and banking of all voluntary funds received by the school. Maintain inventories and records of school resources and ensure correct procedures are being followed. Responsible for all tasks in relation to stationary and stock control for school. To be responsible for the issue and processing of all school orders, checking progress and maintaining records of expenditure. To be responsible for the ordering and sale of school uniform items, and for maintenance of financial records as part of school funds. Responsible for organising school photographs, distribution and collection of orders. 	
RESPONSIBLE TO: Senior Business Manager	
RESPONSIBLE FOR: None	
Context Reference No	SS/BS05/Fin
Context Prepared / Amended	OCT 2009