Middleton Grange School
Finance Assistant
Job Description

CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Directly Accountable to Business Manager

Functional Relationships:

- Principal
- Senior Leadership Team
- Business Manager
- Heads of School Departments
- CST Staff
- Various Senior Teachers
- Property Manager
- School Support Staffs Finance and Administration Teams
- External Suppliers
- External Customers

To provide support to the Business Manager in maintaining and delivering accurate and timely financial information

Support Staff

40 hours per week; 8am-4.30pm with 30 minutes for lunch.

Term time plus first week of each school holiday's *(Must be 1st week of each, for reporting requirements),* one week before the school year begins and one week after the school year closes.

Covered by the most recent Support Staff in Schools Collective Agreement – Administrative Support Staff, Grade 3. The applicable step within this will depend upon the person's experience and qualifications.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach Christianly.
- Develop strong relationships based on Christian principles with pupils, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School.

Responsibilities and Duties

- **Accounts** - This role is predominantly responsible for the accounts payable and receivable functions for the school:
  - Preparation of all creditors' invoices for approval digitally by the appropriate staff/curriculum budget manager's (CBM).
  - Ensuring correct coding of items and provide assistance to CBM's.
  - Entering of all invoices into school's Xero accounting software for Middleton Grange School (MGS).
  - Handling creditor statement reconciliations.
  - Preparing regular electronic creditors batches for 20th of each month payment to suppliers, these would be checked by the other Finance Assistant then approved and uploaded by the Business Manager.
  - Preparing the weekly electronic staff reimbursement batches for payment each Thursday, plus other urgent Creditor payments, as requirements.
  - Maintaining effective and efficient electronic filing systems for all creditor invoices.
  - Handling accounts-related enquiries from suppliers.
  - Arranging payment to parents for second-hand clothing items sold in the Uniform shop on a regular basis.
  - Reconciling of the School's main bank account as well as student debtors' bank account, on a daily basis.

- **Extracting and Providing Reports**
  - Extracting monthly Xero Budget Manager Reports, as and when directed by the Business Manager, together with other detailed reports when required for CBM's.

- **Cash Handling**
  - Maintaining reception, uniform shop, and canteen cash tins, ensuring usual float levels are maintained and everything is appropriately reconciled. This involves balancing the cash tins daily against the end-of-day report and EFTPOS terminal printouts.
  - Responsible for preparing and banking all school funds on a regular basis, including Canteen takings, Uniform Shop sales, student activity payments, general counter receipts, International College fees, and other special deposits (e.g. 40 Hour Famine & other fundraising activities).
    Note: *A mileage allowance will be provided when using a personal vehicle for banking duties.*

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- Ensure accounts for overseas trips and school functions balance and that receipts and payments are recorded accurately and reported upon to the respective Curriculum Area Leader or Trip co-ordinator.
- Ensure all bankings are processed through the school's accounting systems on a daily basis and regularly reconciling of all bank statements.
- Processing staff Visa statements: Ensuring all receipts and supporting documentation are submitted, on a regular basis, promptly following up on any missing ones.

- **Handling all School Bus Charter Bookings**
  - The role is responsible for arranging all the charter bus requirements as and when required, liaising with the school's bus provider(s), designated staff "busing organisers" plus obtaining relevant quotes.

- **Purchase Orders**
  - Order all paper, office supplies, stationery supplies for classrooms, school-wide milk and coffee requirements plus any other special requests, as required, and first aid supplies.
  - Check and compare prices with different suppliers ensuring best pricing obtained in consultation with Business Manager.
  - Maintain purchase order books register.

- **Student Debtor Receipts**
  - Input student debtor payments received in the bank accounts into KAMAR on a daily basis.
  - Process batches from KAMAR and reconcile to bank statements.
  - Update International College Fees spreadsheet as receipts come in.

- **Accounts Receivable**
  - Prepare various Debtor invoices for venue hires, various funding invoices, staff photocopying, and external pupils etc. as directed, plus International College Short Term's "specialised" Tax invoices.
  - Following up of overdue commercial and student debtors regularly and as directed by the Business Manager.
  - To check and top up, as required, the student's Papercut entitlements.

- **Welfare Fund**
  - Collecting and banking school welfare funds. Keep record of payments.
  - Issuing letters reminding staff of welfare fund contributions, as required.

- **Manage Administrative Projects**
  - Undertakes and manages various projects assigned to them by the Business Manager as and when required.

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- **Support Role to other Finance Assistant**
    - To provide support and assistance to the other Finance Assistant as required and act as back up during their annual and or sick leave absences.

- **Support Role to Receptionist**
    - Handling "over the counter enquiries" when the Receptionist is busy and act as backup during their annual and or sick leave absences.

- **Other Duties**
    - Undertake International College Financial Tasks as required.
    - Staffroom: dishes, plus ensuring the general area is tidy (usually mid-day) on a rostered basis.
    - Check weekly Student Services office / stationery supplies and replenish as required**.**
    - Oversee the yearly ordering and distribution of planners and diaries for all teaching staff.
    - Update various spreadsheet i.e. banking, donations, canteen review, uniform (Kindo) sales and International payments (daily)**.**

Skills and Experience

- At least 2 years' experience working in accounts administration, with an understanding of key accounting principles such as general ledger, trial balance, and Profit and Loss.
- Previous experience working with Xero or similar accounting software packages and student management systems, such as Kamar, would be highly advantageous.
- Relevant qualifications at diploma level e.g. Accounting Technician or alternatively be qualified by extensive office experience.
- Brings a strong work ethic, dedication, and confidence in taking ownership and accountability in this role.
- Flexibility, willingness and capacity to learn and adapt.
- Honesty, trustworthiness, discretion and professionalism in an area that works with confidential information.
- Ability to work independently as well as being able to work as a team member in a positive friendly helpful manner.
- High data entry skills and strong knowledge of the MS Office suite particularly Excel to an intermediate level of proficiency.
- Will have initiative and a willingness to go the extra mile when required.

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