



Middleton Grange School

Finance Assistant

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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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

Up to 40 hours per week, or part time available by negotiation

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 Monty & Xero Related Reports**
 - Extract and distribute monthly Budget Manager reports from Monty and Xero, as directed by the Business Manager.
 - Prepare and provide detailed financial and management reports from Xero, as required by CBMs.
 - Undertake other reporting and data extraction duties associated with Monty and Xero systems, as directed by the Business Manager.
- **Asset Annie Administration and Asset Management Support**
 - Manage and maintain the Asset Annie software system, including the accurate entry of monthly asset purchases and asset-related data.
 - Ensure asset records are up to date, complete, and compliant with organizational requirements.
 - Generate reports and assist with asset tracking, reconciliation, and record maintenance as required.
 - Provide administrative support related to asset management processes and procedures.
 - Perform other Asset Annie-related duties and responsibilities as directed by the Business Manager.

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- **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.*
- 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.

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• 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. ○ Use and manage the Kindo Debtors software system, ensuring debtor information is maintained accurately and up to date, and perform related duties as required.
• 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.
• 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 ○ Update and maintain the yearly Tela lease workpaper for the Business Manager, as and when required. ○ 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).

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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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