



The Forest School



The Forest School
Robin Hood Lane
Winnersh, Wokingham
RG41 5NE

T: 0118 978 1626
E: office@forest.academy
W: www.forest.academy

Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

THE FOREST SCHOOL ACADEMY TRUST
FINANCE ASSISTANT – MANAGEMENT ACCOUNTS AND PAYROLL

Role	Finance Assistant	Reports to	Business Manager
Purpose	To ensure the effective support for the Business Manager in the day to day operation of the Finance Office.		
Dimensions	Main contacts: Students, Parents, School Staff, Trustees and external professionals	Staff:	Financial/budget:
Accountabilities and main tasks	<ol style="list-style-type: none"> 1. To be responsible for all the processing of the monthly payroll, ensuring all staff are paid correctly. 2. To access all income and pro-forma monthly bank reconciliations 3. To assist the Business Manager in the preparation of the monthly and annual accounts and liaison with external auditors. 4. Dealing directly with queries from parents via email and telephone. 5. To manage the school’s online letting system from a financial perspective including matching all monies paid by BACS, chasing outstanding debts and posting a monthly lettings journal into the accounting system. 6. To maintain the Contracts Register. 7. Preparation of the quarterly VAT return. 8. Banking of all cash received. 9. To assist with and to provide cover for the 6th Form Cafe as and when required. 10. To support the Head teacher and Business Manager with Human Resources and Marketing as required. 11. To manage the financial aspects of the Chromebooks scheme. 12. Any other similar duties that may be allocated from time to time. 13. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school 		



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



	team and attend and participate effectively in relevant meetings, as required.	
Person specification		
Criteria	Essential	Desirable
Knowledge/Qualifications:	Good numeracy	An AAT qualification or equivalent financial/bookkeeping qualification is desirable. Knowledge of accounting packages (Access Finance - desirable but not essential)
Experience	Finance experience. Experience of working within a busy, diverse environment.	Experience of working in a school would be an advantage.
Skills/Abilities:	Excellent IT skills; use of Word, Excel. Good general communication skills and telephone manner. Numerical accuracy. Attention to detail. Good organisational skills; able to prioritise workload. Able to identify customer needs quickly and deal effectively with enquiries. Tact, diplomacy, confidentiality and sensitivity. Ability to set up and maintain record and filing systems.	Ability to use Google docs. Knowledge of Tucasi, Access Finance.
Personal attributes:	A flexible approach to work. A sense of responsibility. Tact, diplomacy and being able to maintain confidentiality. Integrity. Good team player. Commitment to continuing professional development; willingness to learn. Able to identify own training needs and actively seek learning opportunities.	

Special factors:	To follow statutory guidance and school policies including child protection and safeguarding. Any other duties as reasonably required by the Headteacher.	Driving licence with business insurance cover.
-------------------------	--	--