



JOB DESCRIPTION

POST:	Finance Clerk
GRADE:	Grade CD
RESPONSIBLE TO:	Bursar
STAFF MANAGED:	None
JOB PURPOSE:	To provide financial support service to the school Bursar and the school under the direction or instruction of the Bursar or other senior staff. This includes finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others
JOB CONTEXT:	Works within the busy environment of the finance office managing the financial administration for the school, providing a financial administration service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	• To provide administrative, clerical and financial duties, as required • To assist in the preparation of financial reports, as required • To administer the BAFS account and the School Fund account including cheque runs, credit cards, and bank reconciliations, and the production of regular financial statements • To prepare the BAFS account and School Fund for year end and for audit processes • To support the school Bursar in budget monitoring and to manage internal recharging, including reprographics



	• To assist the School Bursar in administering the ParentPay system, dealing with parental queries, credit levels, student induction and arising issues etc., liaising with the kitchen staff • To administer the invoicing and debt chasing for school lettings • To assist teaching and support staff with financial queries • To assist with administration involved with uniform • To report concerns and obtain support for any issues raised
Communications	• To communicate effectively with other staff, Governors, visitors, contractors, students and their families/carers. • To undertake reception duties, if required. • To attend staff meetings and training days by agreement with the Headteacher
People/Resource management	• To participate in the school's performance management scheme • To monitor and track school budgets, presenting written reports as required • To support the school Bursar in managing the iPad scheme, including procurement, gift aid, insurance, etc. • To assist in the induction of new employees • To highlight additional training and supervision needs to build on skills and knowledge • To participate in training and other learning activities and performance development as required
Safeguarding	• To know about data protection issues in the context of the role • To maintain confidentiality • To be responsible for promoting and safeguarding the welfare of children and young people by knowing who to report your concerns to • To have an awareness and basic knowledge where appropriate of the most recent legislation
Systems and Information	• To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences • To share information appropriately – in writing, by telephone, electronically and in person • To maintain and update accurate computerised and manual records as required



Data Protection	To comply with the school's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality
Health and Safety	To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure
Equalities	- To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users - To develop your own understanding of equality issues
Flexibility	- To respond to any reasonable request made by the Headteacher commensurate with the grading for this post - Thirsk School & Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures
Customer Service	- The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment - The school requires that staff offer the best level of service to its students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values - To understand your role and its limits, and the importance of providing care or support
Date of Issue:	October 2026



Person Specification

Finance Clerk

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience • Clerical or administrative experience • Experience of using Microsoft Office software	• Cash handling experience • Experience of working in an educational setting • Experience of using computerised financial packages
Knowledge • Knowledge of administrative and office systems	
Occupational Skills • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Good judgement • Problem solving skills • Analytical skills	
Qualifications • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	• CLAIT Plus, ECDL or Level 2 Word Processing



Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Personal Qualities • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload	
Other Requirements • To be committed to the school's policy and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Enhanced DBS clearance required	
Equal Opportunities • To assist in ensuring that the school's equalities policies are considered within the school's working practices in terms of both employment and service delivery	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.