

Job Classification System

EXAMPLE TASKS FINANCE SCALES 2 TO 5

Disclaimer: This job family assumes that the preceding level has been fully mastered before tasks at the next level are carried out.

Employee A, scale 2	Employee B, scale 3	Employee C, scale 4	Employee D, scale 5
Results to be achieved: Processing and recording of financial data			
	- Collects data and checks the financial records for correctness and completeness; - Sorts (and scans) incoming invoices, expense claims, bank transactions, salary statements and government funding, and processes these in the automated accounting system; - Collects invoices and submits them to the budget holder for checking and authorisation for payment; - Maintains cash, bank and giro settlements and processes the data in the automated accounting system; - Checks arithmetical accuracy, financial year, account name, method of payment, etc.; - Breaks costs down into summary statements and codes them to different cost centres and cost types for checking and further processing, and requests additional information from budget holders and claimants; - Manages the petty cash and draws up the cash statement; - Collects, completes and groups data/ documents according to a fixed pattern (for example by budget item, assets, type of material, staff category); - Draws up routine reports for verification purposes in connection with periodic payments by budget holders;	- Carries out regular and standard financial-administrative support and performs tasks for teaching or (central) staff departments: - Carries out various verification tasks relating to expense claims; - Records all accounting documents or journal entries by cost centre and cost type according to the prescribed coding system; - Carries out cash management and the monthly reconciliation; - Checks various petty cash floats; - Monitors the budgets set; - Processes financial data in various computer files and/or management reports; - Handles damage and insurance claims administratively on the basis of the data obtained; - Produces pre-totals of accounting documents that are entered in batches.	- Financial-administrative tasks: - Checks incoming invoices, codes them for processing in the accounting system and ensures timely payment; - Maintains cash, bank and giro settlements and processes the data in the accounting system; - Maintains the debtor and creditor records; - Checks the progress of invoices still to be processed, invoices still to be paid, reminders and demands; - Handles demands by carrying out a status check and printing and distributing them; - Draws up (simple) post-calculations; - Is responsible for archiving all accounting documents; - Arranges the collection of student contributions, course fees, parental contributions, school association membership fees, staff fund monies, book fund monies and canteen monies, sends invoices for these and sends reminders where necessary; - Manages a petty cash float for the purchase of office furnishings and teaching materials; - Compiles reports on income and expenditure;

Example tasks Employees A - D, scales 2 - 5, adopted by the collective agreement (cao) negotiating table on 10-10-23

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Employee A, scale 2	Employee B, scale 3	Employee C, scale 4	Employee D, scale 5
	• Is responsible for a readily accessible financial archive, files completed papers and maintains an inventory; • Provides information on request about the whereabouts, progress and completion of financial papers and sends reminders about files; • Maintains the name-and-address file of debtors and creditors.		• Provides assistance with tasks for compiling the budget and the annual accounts.
Results to be achieved: Various supporting tasks			
			• Tasks relating to personnel and/or payroll records: - Administratively handles applications for (special) leave, relocation cost allowances, study costs, reimbursement of travel and accommodation costs, requests for exemption from the obligation to relocate, etc.; - Processes changes in the personnel and payroll records and maintains a sickness and leave register. • General supporting tasks such as: - Orders inventory goods from suppliers on the basis of quotations requested and received; - Draws up and updates basic inventory lists and periodically checks the presence and availability of inventory goods; - Collects data for maintenance contracts; - Takes out insurance (burglary, theft, third-party liability, collective accident and other insurance) and settles simple damage claims; - Cooperates with investigations

			by the audit service; - Assists with the letting of rooms, drawing up standard contracts for this purpose and arranging the invoicing.
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