



Assistant Finance Manager

Salary / grade range	Grade J - SCP 23 to 28
Hours	36 per week on an all year round basis
Location	Co-op Academy Swinton
Reports to	Finance Manager

Purpose of role:

To provide accurate, efficient and effective support to the Finance Manager for the development and operation of the finance function of the Academy.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders are checked for accuracy and forwarded to suppliers
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Assisting with the creditor payment runs.
- Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received.
- Ensure delivered orders are distributed to the relevant departments in a timely manner.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Maintaining a detailed record of non-invoiced income relating to School Extracurricular Clubs, Trips etc including fund raising initiatives.
- Responsible for the reconciliation and coding of the Business Charge Cards.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank.



- Assist with month end procedures including bank and other reconciliations and posting of journals, balance sheet reviews, in line with the relevant deadlines
- Assist the Finance Manager with the production of regular budget reports to budget holders.
- Issue and discuss reports with Budget Holders and explain any variances
- Accurate recording of all Transactions in respect of Parent Pay.
- To support the payroll function and assist the Finance Manager in the input of payroll information as necessary.
- To maintain an accurate filing system suitable for audit purposes.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Manage day to day stock levels in the Admin stock cupboard & compile orders.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Assisting with the administration/ordering of goods/quotes and accurate coding of all activity days/events including the Prom, Presentation Evening, School Production and Alton Towers Trips etc.
- Ensure confidential, tactful and secure management of sensitive information.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to undertake personal development to improve own practice.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment



to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To co-operate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T) reference (R)
Qualifications <ul style="list-style-type: none"> Minimum Level 3 AAT Qualified 		A/I
Experience <ul style="list-style-type: none"> Previous experience of working in finance An understanding of finance procedures Working in a school 	Desirable	A / I / R A / I / R A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good communication skills Good numeric skills Solid computer and organisational skills including Excel and Google sheets 		A/I A/I A/I
Personal Qualities <ul style="list-style-type: none"> Flexible approach to working times whilst remaining punctual and reliable Willingness to learn and develop new skills and attend training where needed Good Telephone Manner Motivation to work with children and young people Able to work under pressure and a determination to succeed Confident Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Attitudes to use of authority and maintaining discipline All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. 		I A/I I I I I I I I



Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.