**FINANCE ADMIN ASSISTANT: JOB DESCRIPTION**

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| Job title | **Finance Admin Assistant** |
| Grade | **Grade 2** |
| Responsible to | **Senior Finance Officer** |
| Purpose | **Provide admin support function to the Finance Team** |
| Effective from | **February 2025** |

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| **Summit Learning Trust Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Main responsibilities**

* Manage the “central finance” email inbox
  + Print documents, date stamp, log on a spreadsheet and distribute as appropriate.
  + Respond to queries in a timely manner and email out remittances upon request.
  + Escalate more complex queries promptly
  + Reconcile statements and request copies of missing documents
* Answer incoming telephone calls, directing them appropriately or taking messages as required, evidencing a welcome, friendly, professional and helpful manner
* Independently verify bank details with new suppliers then set up new accounts within the finance system as directed and pass to the senior finance officer to check
* Check received credit card transaction logs against receipts to ensure that all required information has been received.
* Downloading invoices and statements weekly from the Parentpay website.
* Be responsible for a range of general administrative duties (e.g. filing, scanning, inputting data)
* Undergo additional training in order to support the finance team in completing tasks within the finance software when necessary.

**General Duties**

* Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* Work in accordance with all of the school’s policies and procedures.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

**Person Specification – Finance Admin Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | A level 4 or above in GCSE English and Maths or equivalent  Willing to undertake job related training. |  |
| **Relevant experience** | Experience in a general administration or finance environment  Experience of using Microsoft Office. | Fast and accurate data entry skills |
| **Knowledge and understanding** | Knowledge of standard office procedures  Knowledge of standard office equipment | Relevant work experience within a school or college setting |
| **Skills and aptitudes** | Have a good level of literacy and numeracy skills.  Have excellent interpersonal and customer service skills.  An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**  Able to communicate effectively and accurately both verbally and in writing.  Able to communicate in a clear and concise manner both on the telephone and face to face.  Ability to complete work to the required standards of accuracy and presentation.  Has developed and maintained effective working relationships with a wide range of people.  Ability to work on own initiative with minimum supervision.  Ability to maintain strict confidentiality. |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all School and Trust policies  Safeguarding and promoting the welfare and success of all students and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. |  |