

## Job Description

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**Job title:** Finance Assistant  
**Reports to:** Finance Manager  
**Location:** Strood Academy and Wilmington Academy

### Job Summary

To contribute to the success of Leigh Academies Trust by supporting the effective financial management of the Central Trust budget and to support finance teams in our academies.

### Job purpose

- Receive and process all orders ensuring that procedures are adhered to and they are within budget. Pass any queries to Finance Manager for resolution
- Receipt all order deliveries, process delivery notes and manage invoice and payment according to Trust policy.
- Receive and receipt all income, process through the financial management system and ensure secure banking
- Manage and process all petty cash expenditure according to LAT policy
- Reconcile corporate card spend and post into PSF as per LAT policy
- Raise invoices for goods and services supplied to other academy partners and any external users of the academy
- Reconcile and post all direct debit payments to the bank account
- Upload bank statement information to PSF for Finance manager to process and reconcile
- Assist Finance manager in operational areas of budget planning and setting
- Assist with other administration duties as required in support of running the academy
- Cover absences across the wider Trust if required.
- To accurately process purchase and sales ledger transactions onto the PS Financials accounting system
- To maintain intercompany transactions between the Trust and all academies
- To undertake other duties as directed by the Chief Finance Officer and Deputy Chief Financial Officer.

### Professional Development:

- To take responsibility for personal and professional development.
- To take part, as appropriate, in the Trust's professional development programmes.
- To engage actively in the Performance Management Review process.
- To evaluate one's own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

### Professional Values and Practice

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all staff and students.
- Contribute to the effective running of the Trust.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.