

Job Description

Post Title: Finance Assistant

Location: Spencer Academies Trust

Salary/Pay Range: NJC06 – NJC10 (5 point range) *depending on experience and qualifications*

Hours of work: *Part time, Three days per week – All year round*

Reporting to: Senior Finance Assistant/Head of Finance and Financial Control

Purpose of Role

This role is a key facilitator to the smooth working of our academies. The postholder will be responsible for assisting the finance team in managing the purchase ledger of the trust, including processing of purchase invoices, reconciliation of supplier invoices, processing and checking expense claims and company credit card returns.

Main Duties and Responsibilities

- Processing purchase invoices across the Trusts Schools and Central team, ensuring the appropriate authorisation is obtained, using a three-way matching system, to ensure prompt payments are made
- Processing and checking staff expenses
- Processing and checking staff credit card returns
- Supplier statement reconciliations, and reconciliation of on-line accounts
- Creation and maintenance of supplier accounts
- Liaising with colleagues within the team, and across the Trust as appropriate to resolve queries in an appropriate and timely manner
- Have a good understanding of legislation and statutory requirements relevant to the role
- Ad hoc tasks as requested by the Director of Finance/Head of Finance and Financial Control/Senior Finance Assistant

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Be aware of and comply with all SAT policies, in particular Health and Safety and Safeguarding.
- Participate in SAT Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with our academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
GCSE English and Mathematics Grade A to C or equivalent (Certificates to be available at interview)	✓	
Appropriate financial qualification – AAT equivalent		✓
Previous experience of purchase ledger	✓	
Previous experience of financial procedures	✓	
Experience and ability to work with a degree of autonomy within agreed boundaries		✓
Ability to deal with suppliers on the phone	✓	
Experience of using Financial Management Systems and accounting packages	✓	
Full driving licence		✓
Knowledge and skills		
Good working knowledge and experience of using ICT; Word, Excel and relevant software	✓	
An understanding of child protection, Health & Safety and Data Protection policies		✓
Personal qualities		
Excellent communication and presentation skills both verbal and in writing	✓	
Excellent organizational skills and ability to work with a high degree of accuracy, with meticulous attention to detail	✓	
Ability to prioritise, meet deadlines and organize effectively	✓	
Working with both financial and non-financial people within the organisation, with the ability to extract and explain financial information.		✓
Good interpersonal skills	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Able to work in a team, accept delegated responsibility and delegate as appropriate	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Ability to evaluate own development needs and those of others and to address them		✓
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	