

Job Description and Person Specification

Role

Finance Assistant
Shared Services Team
Grade: Scale 1-3
Reporting to: Finance Manager

Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher or Chief Executive Officer as appropriate
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / line managers

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To ensure an excellent provision of financial administration support and the accurate and expeditious recording of financial data in accordance with the Trust's policies and procedures alongside other members of the Finance Team
- To assist the Chief Finance Officer (CFO) and Finance Manager in the setting of an annual budget at the beginning of each financial year including the creation of annual estimates of income and expenditure for long-term planning
- To support the management, maintenance, review and operation of the Trust's computerised and manual accounts systems to support expenditure and income in relation to budget including the management of orders, commitments, invoices, petty cash, reconciliation, grants, claims, lettings, banking, journals, virements, payroll transactions, returns, contracts, VAT and service level agreements
- To ensure that end of year procedures are implemented in accordance with the Trust's and Education and Skills Funding Agency's (ESFA) requirements
- To assist with the provision of management information to Budget Holders, the CFO or the Board of Directors on request
- To keep analyses of costs and other statistical records
- To provide end of year reports for the CFO to include budget summary, curriculum and premises audit, expenditure/income comparison and confirmation of carry forward
- To develop sound financial management to support the work of the Trust
- To manage, maintain and operate voluntary fund accounts to include receipts, expenditure, banking, monthly reconciliation and periodic reports to the CFO

- To assist with the Trust's Gift Aid procedures including the accurate recording of donations and making claims to HM Revenue & Customs if needed
- To manage, maintain and operate school journey accounts to include costing, formal approvals, receipts, income, expenditure, banking, refunds, funding, grants, entitlement and reconciliation
- To assist in the management and recording of the school meals and school journeys accounts and student bursaries
- To develop, manage and maintain an on-line system for the receipt of income from parents through the 'ParentPay' website, PayPal etc.
- To research, prepare and complete a wide range of finance statistical information as required by the CFO or ESFA
- To assist the CFO in maximising the school's income sources and reviewing expenditure for best value
- To assist the CFO in seeking new income sources to benefit the schools
- To provide monthly information on the purchase and disposal of items to be included on the schools' equipment registers and to carry out periodic stock checks
- To provide administrative support for letting agreements including checking of appropriate documentation including insurance and to issue invoices and reminders
- To maintain accurate records for the checking of IR35 payments and correct deduction and payment of taxes if applicable
- To provide other administrative support including dealing with photocopying, correspondence, compilation or analysis of reports etc.

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: June 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the line manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 		<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Delivering services to meet stakeholder needs Managing competing priorities and working to tight timescales 	<ul style="list-style-type: none"> Experience of supporting in an educational setting Awareness of Multi-Academy Trusts Awareness of Catholic Academy Trusts 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Ability to communicate effectively both orally and in writing to a variety of audiences Good Excel skills including ability to use formulas and common functions Excellent customer service skills and the ability to understand the needs of the business Excellent organisational and time management skills and the ability to prioritise work for oneself and others Ability to disseminate knowledge and good practice to other members of staff Understanding of the need to meet internal and external deadlines 	<ul style="list-style-type: none"> Ability to work with a variety of Management Information Systems Knowledge of taxation (PAYE/NI) Knowledge of pension schemes 	<ul style="list-style-type: none"> Application Interview References

Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • Excellent record of attendance and punctuality • Ability to relate to and communicate with a wide range of stakeholders (staff, contractors, customers, etc.) with a calm and courteous manner • Have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Commitment to continuous self-development including undertaking qualifications in key areas 		<ul style="list-style-type: none"> • Application • Interview
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 	<ul style="list-style-type: none"> • Flexibility to support out of hours activity on occasion 	<ul style="list-style-type: none"> • References • Interview