

Job Description

Role:	Finance Assistant
School:	Beckfoot Trust
Salary/Grade:	Band 6 SCP 6 – 11 (£21,968 - £24,054 FTE)
Reporting to:	Assistant Finance Manager

Corporate Responsibilities:

- To provide high quality financial administration and support to schools, working with colleagues and supporting students to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Line Manager

This role involves engaging with students in regulated activity relevant to children.

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

Key Duties and Responsibilities:

- Work with high standards of accuracy and compliance in line with the Trust policies and procedures following standard operating procedures and identifying areas for improvement
- Play a key role in responding to budget holder requests and queries including goods to be returned, ensuring queries are dealt with promptly and effectively
- To respond to finance queries via email, Microsoft teams and over the phone, operation of the finance helpline
- Monitor budgets and support budget matters, obtaining best value, organising orders or returns, chasing debtors and liaising with creditors
- Reconcile cash and card transactions and associated statements/banking matters
- Process orders, invoices, receipts, delivery notes and journals, posting to nominal and cost centre allocations
- Monitor budgets in relation to overspend and scheme of delegation
- Create paylists, process remittances and provide budget-holder reports
- Administer financial systems including payment platforms, cashless catering system
- Update the Trust contract management system
- Ensure continuation of essential services in the absence of the Finance Manager, liaising with senior staff as required
- Contribute to the development of systems and procedures in the department
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Attend meetings and undertake duties as required in line with Trust calendar, sharing expertise and supporting others
- Provide occasional cover for colleagues in support functions
- Assist with the supervision and welfare of pupils, contributing to effective behavior management in school

<ul style="list-style-type: none"> • Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school • Carry out fire marshal or first aid duties if required, with appropriate training 	
Professional Development:	
<ul style="list-style-type: none"> • Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today • Establish and participate in training opportunities, meetings, and networks to maintain excellent service delivery and knowledge in role • Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities • Actively engage in the school coaching offer and appraisal process 	
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.	
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	
Advanced Threshold Fluency Duty Required: In line with 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 Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> • 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 school. 	
Date:	January 2023

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. The 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.

Person Specification Teachers and Support Staff		
Role:	Finance Assistant	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths at grade C or above or equivalent e.g. Adult Literacy/Numeracy at level 2. 	Application
Experience	<ul style="list-style-type: none"> • Experience working in financial administration role in a busy environment • Understanding how schools and multi academy trusts operate • Experience of Spreadsheet packages such as Excel • Worked with people in a customer facing role • Ability to work as part of a team and independently 	Application References Interview
Training	<ul style="list-style-type: none"> • Willing to undertake entry level 2 AAT qualification or similar CPD • Commitment to own personal and professional development 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Strong numerical skills • Proven ability to work accurately, demonstrating excellent attention to detail • Strong communication skills – both in person, on the telephone and written • Look smart and professional • Logical, analytical, accurate, organised and able to work under pressure and to deadlines 	Application Interview
Personal Circumstances	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • Must be suitable to work with children/young people. • Interest in the school's wider role in the community. 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> • A passion for education and a deep-felt desire to make a difference for children and young people, being particularly empathetic to those who are vulnerable. • To like young people and be liked by them. • Ability to relate well to students and adults. • Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. • Ability to remain calm under pressure, prioritising conflicting demands. • Demonstrate good co-operative, interpersonal and listening skills. • Demonstrate a commitment to working with children of the relevant age. • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. • Ability to cope with the requirements of the post which will include working with pupils who have emotional/behavioural/physical difficulties. • Ability to work proactively and independently. • Approachable, courteous and able to present a positive image of the school to callers and visitors. 	Application Interview References

	<ul style="list-style-type: none"> Maintain confidentiality in matters relating to the school, its students, parents or carers. 	
Physical	<ul style="list-style-type: none"> Healthy, Resilient, Energetic Excellent attendance and punctuality. Must be able to cope with the requirements of the post. 	References Interview
Equality	<ul style="list-style-type: none"> A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice. 	Application Interview