



# Brampton Manor Academy

[www.bramptonmanor.org](http://www.bramptonmanor.org)

## JOB DESCRIPTION

### Finance Assistant

#### The Post

To be responsible for the day-to-day processing of all financial transactions using the financial systems (PSF) and processes of the Trust and to support the Finance Team in its operations. You will be working with an experienced team at Brampton Manor Academy.

#### The Role

The following lists are not exhaustive but serve as an indication of what the role encompasses.

#### The Finance Assistant will be responsible for:

##### Purchases

- To be responsible for the setting up of approved new suppliers for the Trust into the finance system and to maintain a paper file for audit purposes
- To maintain an efficient system of accurately receiving and recording orders and deliveries
- To ensure purchase invoices received are appropriately processed and saved into the finance system for authorisation
- To deal with account queries arising on orders and invoices issued or raised
- To chase orders placed but not yet received for budget holders
- To assist the Finance Manager and Financial Controller as directed and to maintain a system of filing for all purchases requiring quotes for audit purposes

##### Cash and Banking

- To have overall responsibility for the receipt, counting, safekeeping and banking of all monies received by Brampton Manor Academy and to liaise with the Finance Manager
- To process petty cash and expenses for Brampton Manor Academy
- To manage a system of collecting cash in relation to farm income
- To manage a system of collecting monies in relation to school trips
- To actively promote the ParentPay system as directed by the Finance Manager

##### Safeguarding Responsibilities

- Promote and safeguard the safety and welfare of children and young people;
- Support the development of collaborative approaches to learning within the school and beyond;
- Support the induction of staff new to the school;
- To ensure that staff appraisal is carried out effectively by quality assuring the process.

##### Other

- To process monthly journals for the Trust
- To keep appropriate finance documentation under a central filing system to audit standard
- To provide general administrative support as required



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## General duties and responsibilities

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Chief Financial Officer and/or Board of Directors from time to time, up to or at a level consistent with the Main Responsibilities of the job.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days
- To take an active role in own professional development in line with performance management objectives
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code
- To actively promote the achievement of a smoke free Trust.
- To actively support Trust Initiatives.

*Brampton Manor Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person Specification for Finance Assistant

Criteria	Qualities
<p><b>Qualifications and training</b></p> <p><b>Experience</b></p> <p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and maths;</li> <li>• Educated to A-Level, preferably in a related subject (desirable).</li> <li>• Preferably with previous experience working within a finance team;</li> <li>• Building relationships with stakeholders;</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality;</li> <li>• Demonstrable evidence of developing and implementing strategies in a previous setting.</li> <li>• An understanding of financial systems and procedures;</li> <li>• Working and communicating effectively with relevant stakeholders;</li> <li>• Awareness of local and national agencies that provide support for children and their families;</li> <li>• Excellent record keeping skills and attention to detail;</li> <li>• Excellent ICT skills;</li> <li>• Effective communication and interpersonal skills;</li> <li>• Ability to build effective working relationships with staff and other stakeholders.</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children;</li> <li>• Uphold and promote the ethos and values of the school;</li> <li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school;</li> <li>• Ability to work under pressure and prioritise effectively;</li> <li>• Maintain confidentiality at all times;</li> <li>• Commitment to equality.</li> </ul>



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## Person specification

***Brampton Manor Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.***

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner-city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.