



Finance Assistant - Brymore

Band 5 - Points 7 to 9

Allowances: N/A

Reference: [XXXX]

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

Reporting to the Trust Finance Manager/Headteacher, the Finance Officer is the primary point of contact for staff and parents at the academy for financial matters relating to the students or for departmental budgets. The unique nature of this role requires the post holder to develop a great understanding of boarding provision in order to support colleagues effectively – full training will be provided. Some income and expenditure relating to the academy is routed through the Trust and therefore support to the central team is required on occasion.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Process sales invoices for Boarding fees annually and for ad-hoc items as required
- Process any refunds authorised as required
- Liaise with organisations who provide bursaries for boarders and research additional funding streams to support parents.
- Maintain a log of debtors and initiate first reminders for non-payment of fees. Liaise with Headteacher, CFO and Finance Manager to follow up non-payment
- Make banking available to boys for tuck etc am/pm, updating records accordingly, arranging cash to top-up as required
- Set up records for parent payments (trips, events and sales) as required on the academy's payment system (SCOPAY) and maintain instalment records for residential/overseas visits
- Issue online access letters to parents for SCOPAY access
- Process account transfers via activity accounts for boys
- Record and bank income from pupils, check and record income received via the bank and card payment machines to ensure it is correctly recorded
- Process purchase orders & manage deliveries, checking and chasing queries or shortages as required
- Share financial reports with budget holders on a regular basis, monthly as a minimum
- Support Central finance team as needed
- Hold a business credit card, ensuring that appropriate receipts are obtained and recorded, reconciling on a monthly basis
- Manage petty cash and maintain appropriate records
- Manage the private fund to include the Brymore lottery
- Check and forward any paper claims for casual or additional hours
- Correspond with staff, parents and suppliers by telephone and email
- Support Open Day and other events throughout the year which can be at weekends - including collection and banking of cash takings.

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Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

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Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Qualifications – qualified by experience.	
Knowledge/Skills	<p>Knowledge of purchasing processes</p> <p>Attention to detail– ensures all items are correctly recorded, for example invoice information</p> <p>Problem identifying and solving – identifies and solves problems in a timely manner or escalates as appropriate</p> <p>Interpersonal – works well with the team and other stakeholders; maintains confidentiality.</p> <p>Oral communication – speaks clearly and persuasively in different situations targeted on the audience needs.</p> <p>Ethics – Works with integrity and ethically; treats people with respect</p> <p>Dependability – takes responsibility for own actions; meets commitments; ability to meet tight deadlines; Completes tasks on time or escalates issues.</p> <p>Computer Skills – need working knowledge of excel, word and financial packages and is adaptable to new software systems.</p> <p>Change Management – contribute to change within the team and assist transition to new systems and processes</p>	Experience of school procurement systems

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	Adaptability – Adapts to new processes and methods of work and software applications	
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