



Finance Assistant

Salary / grade range	Grade F - SCP 5 to 11
Hours	36 per week (All year round/Term time only) (Part time considered)
Location	Co-op Academy Swinton
Reports to	Finance Manager

Purpose of role:

To provide accurate, efficient and effective support to the Finance Manager and assist with the development and operation of the Finance function of the Academy.

Under the direction of the Finance Manager, undertake a wide range of financial administration procedures, to support the effective monitoring and financial control ensuring the effective use of financial resources.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Undertake the processing of purchase orders from requisitions, accurately and in accordance with authorisation and timescales.
- Ensure all purchase orders processed are checked for accuracy and forward to suppliers
- Processing of creditor invoices, checking to purchase orders and goods received notes, ensuring appropriate authorisation is obtained and ready for payment
- Assisting with the creditor payment runs.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- To assist in budgetary control and expenditure investigation
- Assist the Finance Manager with monitoring of debts, chasing outstanding payments.
- To administer additional payments adhering to financial regulations and procedures.
- To process journal transfers for the recharging of services as directed.



- To assist in the effective operation and accuracy of the payment processing system and School Bank Account.
- To administrate the School Fund and petty cash, keeping a full and accurate record of all transactions.
- To support school trip arrangements, e.g. hotel and transport bookings
- Produce regular financial reports to appropriate staff, provide brokerage advice and support service to budget holders.
- To monitor the monthly aged creditor list and ensure that invoices are processed within the required timescale.
- To issue payments relating to invoices whilst exercising the appropriate level of care and attention.
- To assist the Finance Manager with the preparation and safekeeping of all Academy income (cheques and cash) ready for payment into the bank
- Assist the Finance Manager in managing the parent pay system, managing trips; payments; adding new pupils in a timely manner, creating accounts and removing students once left
- Accurate recording of all transaction in respect of parent pay
- To ensure necessary petty cash level are held securely; regular balancing and correctly controlled within the financial procedures
- To maintain an accurate filing system (electronic and paper based) suitable for audit purposes
- Processing of timesheets, staff expenses and car mileage claims within Academy agreed timescales, ensuring accuracy at all times and appropriate authorisation has been received
- Assisting with the creditor payment runs.
- Assist with the recruitment processes, including creating job packs, placing adverts, collating relevant information and requesting references.

Other

- As and when required, assisting with the recruitment processes, including creating job packs, placing adverts, collating relevant information and requesting references.
- Entering new starters details onto the Payroll system
- To assist the HR Advisor maintaining staff sickness and absences records, ensuring correct statutory paperwork is completed, recorded and stored securely in the relevant locations
- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to undertake personal development to improve own practice.
- The postholder is expected to carry out such other duties as may reasonably be assigned



by the Principal.

- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

“The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To co-operate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T) reference (R)
Qualifications <ul style="list-style-type: none"> AAT and/or Relevant Experience 	Desirable	A/I
Experience <ul style="list-style-type: none"> Previous experience of working in a finance role An understanding of finance procedures Working in a school 	Desirable Desirable	A / I / R A / I / R A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good communication skills Good numeric skills Solid computer and organisational skills including Excel and Google sheets 		A/I A/I A/I
Personal Qualities <ul style="list-style-type: none"> Flexible approach to working times whilst remaining punctual and reliable Willingness to learn and develop new skills and attend training where needed Good telephone manner Motivation to work with children and young people Able to work under pressure and a determination to succeed Confident Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Attitudes to use of authority and maintaining discipline All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. 		I A/I I I I I I I I



Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.