



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>FINANCE ASSISTANT</b>
<b>LINE MANAGER:</b>	<b>CHIEF FINANCE OFFICER</b>
<b>PAY SCALE:</b>	<b>SFCA Support Staff Pay Scale</b> SCP 9 (£25,786) - SCP 14 (£30,119) based upon 37 hours per week, whole year. Dependent on qualifications & experience

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the postholder as part of the annual appraisal process.
- The postholder is expected to respect any information that comes into their possession or exists in their environment relating to students, colleagues, suppliers and other individuals. This requires following the good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with MAT procedures and their training.
- The post holder will need to recognise they work in an education environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

### **PURPOSE OF JOB**

To undertake finance duties as described below and provide support to the Chief Finance Officer and the wider Finance team.

### **DUTIES AND RESPONSIBILITIES**

The post is located in a busy department, which provides financial services to the MAT and its academies.

The duties of the post will include assistance with a range of tasks, examples of which are listed below:

- Administration – dealing with visitors, queries, post, emails, phone calls, photocopying etc.
- Procurement – processing of requisitions, orders, invoices, credit notes and petty cash.
- ParentPay – loading information on trips, processing payments, monitoring balances. Preparing and entering the weekly journal. Assisting parent with queries.
- General Ledger – preparing and entering journals.
- Credit cards – reconciling statements, monitoring usage and coding of transactions.
- Sales ledger – raising of invoices, allocating cash and chasing debtors.
- Cash management – receipting income and preparation of banking.
- Financial monitoring – work with budget holders to ensure effective financial control is exercised over income and expenditure.
- Systems development – to assist the Chief Finance Officer with system development and streamlining of processes.
- Preparing information for internal / external auditors, the Department for Education and other agencies.
- Such other duties as the Chief executive Officer and the Chief Finance Officer may from time to time assign.

The post will be based at Hereford Sixth Form College however regular travel to other academies can be expected.