

## Finance Assistant

### Job Description

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<b>Post title</b>	Finance Assistant	
<b>Reports to</b>	Chief Financial Officer	Grade 3
<b>Location of the post</b>	Central	

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#### Main Purpose of the Post

To operate, maintain and develop the Trust accounting procedures and systems, in cooperation with the CFO, ensuring that legal and Trust procedural requirements are adhered to.

#### Main Duties and Responsibilities

1. Ensure records and controls are maintained as required by the Trust Auditors, recognising the requirements of the DfE and the Academies Financial Handbook.
2. Undertake day-to-day operation of the Purchase Ledger records using the Trust financial systems
3. Develop effective professional relationships with heads, Senior Leaders, School Business Managers, Trustees and the wider Trust staff to ensure excellent customer service and a helpful attitude is always provided
4. Assist School Business Managers / Finance Managers in day-to-day activities
5. Reconcile supplier statements
6. Liaise with suppliers in order to resolve complex financial and administrative queries that may arise
7. Attend relevant meetings and carry out any other relevant accounting tasks as directed by the CFO
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. Recording financial transactions
10. Producing and processing payment runs for the trust and schools
11. Invoicing deliveries and paying vendors for their goods and services
12. Preparing purchase orders in accordance with requests for materials centrally
13. Filing historical records and retrieving necessary documents as needed for others
14. Preparing information for auditors
15. Providing administrative and clerical support as needed

## 16. Additional duties as designated by management

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

### Contacts and Reason for the Contact:

#### **1. Within the Trust**

Responsible for developing effective relationships with colleagues across the trust including Heads, senior leaders, school business managers

#### **2. With External Bodies to the Academy**

Trust auditors

Local Authority

Suppliers/other external bodies

### Risks to health

**Physical demands** – not applicable

**Working conditions** – not applicable

**Emotional demands** – not applicable

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Education to GCSE level with Maths and English at Grades A* - C or equivalent	AF	Level 3 Certificate in Business & Administration	AF  AF
EXPERIENCE	Work experience as a finance assistant, finance officer or similar role.  Experience of undertaking a range of administrative tasks.	AF, I, R  AF, I, R	Experience of working in an educational environment.  Management Information System experience  Experience of PS Financial accounting system experience	AF, I  AF, I  AF, I
KNOWLEDGE	Good interpersonal skills Ability to use MS Excel (creating spreadsheets and using financial functions) Knowledge of accounting and bookkeeping procedures	AF, I, R AF, I, R  AF, I, R		

SKILLS	Good standard of ICT skills	AF, I, R		
	Organisational and time-management skills	AF, I, R		
PERSONAL QUALITIES	Ability to solve problems	AF, I, R		
	Ability to work with minimal supervision and act on own initiative	AF, I, R		
	Ability to work to tight deadlines and manage a diverse workload	AF, I, R		
	Attention to detail	AF, I, R		
	Flexibility	AF, I, R		
	Willingness to undertake further training as appropriate	AF, I, R		
OTHER REQUIREMENTS	Good attendance and general commitment to the school	AF, I, R	Full driving licence	AF

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references