

## Job Description

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**Job title:** Finance Assistant  
**Reports to:** Finance Managers / Directors  
**Location:** Leigh Academies Trust

### Job purpose

To operate and support a comprehensive financial support service to the Finance Manager and Directors of all three organisations.

### General responsibilities

- Process orders (including credit card orders) onto PSF passing any queries to the Finance Manager for resolution
- Process invoices, resolve queries and ensure these are correctly authorised before posting onto PSF
- Reconcile supplier statements to PSF
- Check employee expense claims and ensure they are correctly authorised and coded before posting onto PSF
- Prepare fortnightly payment runs on PSF and upload onto current bank account
- Ensure payment runs are correctly authorised
- Prepare banking and post onto PSF
- Ensure sales ledger invoices are issued promptly and follow up non-payment appropriately ●
- Review the bank account on a weekly basis ensuring all income and expenditure are posted onto PSF promptly
- Prepare monthly bank reconciliation for review by the Finance Manager
- Compile monthly expenditure spreadsheet per project
- Open and distribute finance office post/ finance email accounts
- Assist Finance manager in operational areas of budget planning and setting according to LAT policy
- Assist with other administration duties as required in support of running the functions of each organisation

### Necessary experience

- Knowledge of school academy finance procedures
- Computer literate and experience in using finance packages, spreadsheets and word processing documents
- Excellent communication skills
- Ability to work under pressure and to timescales using own initiative to problem solve

### Addendum

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least

once every two years and it may be subject to clarification or amendment at any time after consultation with the holder of the post.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.