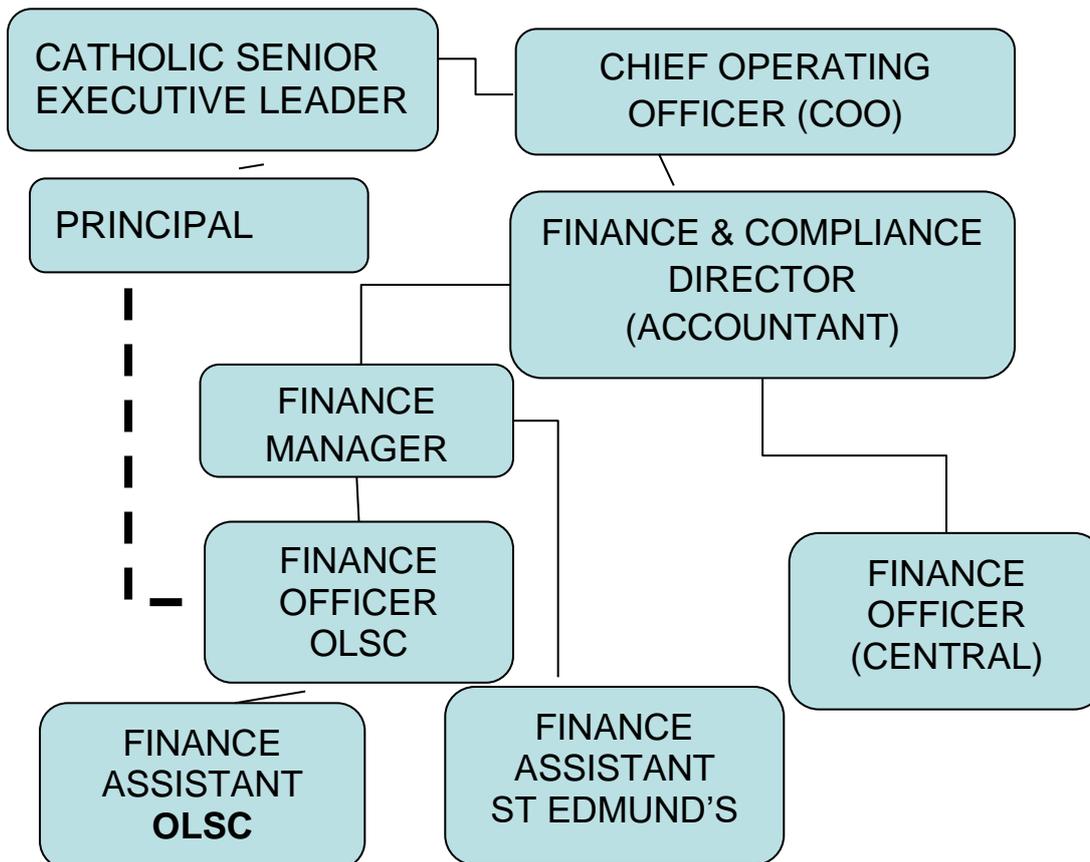




JOB DESCRIPTION

JOB TITLE	FINANCE ASSISTANT (OLSC)
DEPARTMENT/SECTION	Finance team, Local Academy
RESPONSIBLE FOR WHICH OTHER POSTS	N/A
RESPONSIBLE TO	FINANCE OFFICER (OLSC)

Organisation Chart



Job Summary

To assist the Finance and Compliance Director (Accountant) and Finance Manager with the accurate, efficient and effective operation of the finance function of the academy.

To perform the day-to-day processing of financial transactions for the Academy and MAC as directed.

To work within the parameters of the Academies Financial Handbook adhering to all legislative and policy guidelines within the Multi Academy Company to be fully compliant.

Main Duties

Responsible for the accurate and timely recording of financial transactions within the Multi Academy Financial Management System.

- Validation and processing of purchase orders in-line with company policy
- Checking supplier deliveries, liaising with staff and suppliers where required to resolve delivery queries.
- Accurate posting and accounting of invoices, income and revenue, journal entries etc. to the Financial Management System. Relevant attachments added to transactions.
- Allocate and clear purchase ledger account on a regular basis.
- Review and cancel commitments no longer required.
- Add/maintain accurate supplier records within the Financial Management system in accordance with the guidance from the Procurement systems
- Processing payments to suppliers.
- Preparing and accounting for petty cash, card payments and expenses reimbursements.
- Processing, accounting for and banking of other school income from educational visits, charity events, and maintenance of Parent Pay system data.
- Supporting parental enquiries and keeping updated parent pay systems
- Reconciliation of supplier statements
- Assisting with the planning and costing of school visits, liaising with teaching staff to ensure compliance with relevant policies.
- Assist with month end procedures
- Assist with monthly bank reconciliation
- Assist with preparation of monthly management information
- To maintain an accurate and organised filing system suitable for audit purposes.
- Assist with stock control and to maintain accurate accounting records for audit purposes.
- Assistance with preparation for year-end procedures, liaising with external auditors and providing information as requested.
- Assistance with internal audit requirements, preparing information and demonstrating accounting processes as requested.
- Raising sales invoices as appropriate and chasing for debts

General Duties

- To assist with other administrative duties contributing to the smooth running of the finance department.

- Provide finance and administration assistance to other members of the MAC when necessary.
- Assist in training new finance staff where appropriate.
- To be a member of the administrative team and as such be flexible and responsive to the needs of the school environment.
- To contribute to the overall ethos, mission, work and aims of this Catholic Academy and wider SFSC MAC.
- To promote the welfare of children and to support school in safeguarding children through relevant policies and procedures.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities as required.
- Undertake other relevant work and duties deemed appropriate to the role as directed by your line manager, Finance Manager, Finance and Compliance Director (Accountant) and Principal.

General

- To attend relevant meetings and courses to update areas of job role
- To undertake such other duties as may be determined from time to time within the general scope of the post.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Adopt and promote “Don’t Walk On By” policy and comply with all safeguarding requirements**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority**

Essential Criteria	Desirable	Measured by
Experience <ul style="list-style-type: none"> • Working in a finance department with the general public • Carrying out clerical/administrative duties 	<ul style="list-style-type: none"> • Working within a school/academy setting • Wanting young people to succeed • Use of PS Financials and SIMS 	AF

<ul style="list-style-type: none"> • Knowledge and experience of financial systems, producing management information. • Experience of Microsoft Excel for financial management and budgeting. 	<ul style="list-style-type: none"> • Working knowledge and understanding of relevant codes of practice around Health and Safety, Safeguarding and e-Safety • Ability to relate well to young people and adults 	
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Clerical skills • IT proficient • Financial qualification AAT Level 1 or equivalent • A good understanding of the Academy's Financial Handbook, the regulatory and compliance requirements of an academy. • Excellent numeracy & literacy skills 	<ul style="list-style-type: none"> • NVQ Qualification/ ECDL qualification • AAT qualification Level 2 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Attention to detail and accuracy with numbers • Organisation skills and the ability to coordinate small events • Builds personal relationships with stakeholders, through regular contact • Proactively seek opportunities to increase job knowledge and understanding • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes quick and effective action • Ability to keep calm at all times, even under pressure • Of smart, personable appearance • Demonstrates focused implementation of role and responsibilities • Is accountable for own development 		AF/I

AF - Application form I – Interview

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE**Post Reference: A031 | Post Title: Finance Assistant****Commitment & Motivation**

- Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals
- Prioritising own workload
- Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard
- Actively participates in learning opportunities and applies learning to develop own practice
- Effectively liaises with people showing a willingness to give and receive constructive feedback
- Responds positively to feedback and incorporates this into working practice
- Keeps to date with relevant information and initiatives

Problem Solving & Decision Making

- Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant
- Escalates decisions outside own area of responsibility
- Gathers relevant information to assist good decision making
- Offers ideas on how things could be done differently

Planning & Organisation

- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders

Finance & Resource Management

- Aware of the importance of meeting financial and operational targets
- Grasps the complexity and potential financial value of area of responsibility
- Contributes to the preparation of budgets and financial data
- Demonstrates knowledge and operates within appropriate financial procedures, e.g. Academy Financial Handbook
- Creates reports which monitor progress against budgets
- Monitor and reconcile financial transactions to ensure monies reach destination in timely manner
- Identifies ways to minimise waste, cuts costs and increase efficiency
- Responsible for processing cash/cheques / invoices
- May be responsible for authorising purchase orders

Implementing Change

- Contributes constructively to support change in own area of work with a view to improving performance
- Uses initiative and knowledge to implement given tasks or plans.
- Identifies and makes recommendations for improving performance in their own area of work
- Approaches change in a positive, flexible and enthusiastic manner

Managing Objectives

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

Raising Standards

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing

Customer Focus

- Demonstrates willingness to help and support pupils and stakeholders
- Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
- Contributes to the safeguarding and welfare of pupils
- Adopts a pleasant, helpful and professional manner
- Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work

Communication

- Communication of straightforward information within familiar situations, with sensitivity and confidentiality
- Communicates effectively either verbally or in writing.
- Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs
- Shares information with relevant parties in a timely manner
- Responds effectively to queries and provides accurate information, knowing when to refer
- Completion of standard proformas

Impact & Influence

- Understands the impact of own behaviour on others.
- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

Team Working

- Focuses on achieving measurable outcomes
- Encourages all group members to join in fully supporting the development & effectiveness of team to achieve results
- Recognises when standards or measurable outcomes have not been met and takes appropriate action
- Shares and utilises best practice.
- Offers support & assistance to colleagues without prompting
- Positively contributes to dialogue and supports and coaches colleagues

- Sees own team within the context of the Academy

Qualifications & Skills

- NVQ Level 3
- Practical and procedural knowledge across specialist or technical area. Regular use of specialised software Finance System -SIMS/PS Financials etc.

Signed

Date

Job Evaluation Summary		
Post Reference: A031	Post Title: Finance Assistant	Level
<p>Job Summary: To assist the Finance and Compliance Director (Accountant) and Finance Manager with the accurate, efficient and effective operation of the finance function of the academy.</p> <p>To perform the day-to-day processing of financial transactions for the Multi Academy Central Finance Department, or</p> <p>Establish working relationships across SFSC MAC Academies with Office Managers/Administrator colleagues to support on finance queries, communication and training for a consistent approach to finance work. Support with the day-to-day processing of financial transactions for the Multi Academy Finance Department as directed.</p> <p>To work within the parameters of the Academies Financial Handbook adhering to all legislative and policy guidelines within the Multi Academy Company.</p>		
Developing Success		
<p>Commitment & Motivation</p> <p>Postholder is required to work across the MAC liaising with stakeholders. Postholder supports with financial performance against set standards. Work is completed to Academy financial regulations. Postholder is required to to maintain up to date knowledge.</p>		1

<p>Problem Solving & Decision Making</p> <p>Postholder is required to work within Financial Handbook guidelines with regular routines to ensure the efficient operation of the Finance Team. Post holder is required to undertake some analysis of transactions to support academy and MAC decision making.</p>	<p>1</p>
<p>Planning & Organisation</p> <p>Postholder organises and manages own work tasks and provides feedback to inform management to ensure appropriate planning and prioritising and to achieve desired outcomes and objectives solutions.</p>	<p>1</p>
<p>Finance & Resource Management</p> <p>Postholder supports to assist with long term budget planning, monitoring and managing financial performance against set targets.</p>	<p>2</p>
<p>Delivering Results</p>	
<p>Implementing Change</p> <p>The postholder is required to contribute constructively to change and implement plans and tasks in a positive and flexible way.</p>	<p>1</p>
<p>Managing Objectives</p> <p>Responsible for managing own time to ensure operational objectives are achieved and provides feedback through management on priorities to support budget holders managing financial performance.</p>	<p>1</p>
<p>Raising Standards</p> <p>Postholder is required to maintain up to date legislative and procedural knowledge and provide technical advice across the MAC as appropriate and work is focussed on delivering consistent results and performance, keeping management informed.</p>	<p>1</p>
<p>Engaging People</p>	
<p>Customer Focus</p>	<p>1</p>

Postholder is required to liaise with a range of internal and external contacts on Finance, seeking information and delivering results in a timely manner.	
<p>Communication</p> <p>Shares information to support with financial data for Finance Manager and Accountant as appropriate to support budgets holders. Required to communicate with a range of stakeholders across the MAC.</p>	1
<p>Impact & Influence</p> <p>Postholder supports the financial aspects of academy administration developing personal networks with the Office Managers/administration colleagues and provides advice and recommendations' on a range of Finance issues.</p>	1
<p>Team Working</p> <p>Through the team and networks with primary Office Managers/administration colleagues and sharing best practice, postholder encourages others to join in fully supporting the development and effectiveness for the team to achieve results</p>	2
Skills & Demands	
<p>Qualifications & Skills</p> <p>NVQ Level 3</p> <p>Practical and procedural knowledge across a technical or specialist area Required to carry out numerical analysis using a range of software packages</p>	4
<p>Emotional Demands</p> <p>Limited contact with pupils and parents – mainly incidental contact with little emotional demands</p>	1
<p>Physical Demands</p> <p>Office conditions mainly seated with considerable flexibility for movement. May be required to walk around the academy.</p>	1

Working Conditions

Office conditions –no exposure to disagreeable or unpleasant conditions

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