

## Job Description

---

**Job title:** Finance Assistant

**Main purpose of job:**

To support the Finance Manager with all aspects of the finance office administration

**Department:** Finance

**Location:** Plume Academy

**Position reports to:** Finance Manager

**Position is responsible for:** N/A

**Length of contract:** Permanent – 39 weeks per annum, Term Time plus inset days, 27 hours per week, Monday to Thursday 9am – 3pm, Friday 9am – 2.30pm

**Salary:** Band 2 point 11, actual starting salary £13,807

### Key Responsibilities and Accountabilities

**Main Duties:**

- to assist in providing a quality finance function
- preparation of banking for the academy's main and trading accounts
- processing of purchase orders onto the academy's finance system
- processing of Good Received Notes (GINS) onto the academy's finance system
- processing of non-order invoices
- responsible for the scanning of all invoices onto the finance system and filing paper copies accordingly
- processing staff travel claims
- to assist the Finance Manager with the completion of VAT claims
- to assist with additional filing as required
- such duties as may be required by the Director of Finances & Premises.
- to act as first point of contact for all potential lettings at the academy (using both the telephone and email)
- to collate all bookings into a weekly shared diary, avoiding any diary conflicts
- to ensure all lettings are invoiced correctly.

**General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace



- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

Date: October 2024

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education (including Mathematics and English at a minimum C grade [or grade 4] at GCSE or equivalent)	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives		✓
Experience of managing staff and students to resolve conflict		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player		✓
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance		✓
Staying calm and cheerful when working under pressure	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences		✓
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	