

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

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education	✓	
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		✓
Knowledge, Skills and Abilities	Essential	Desirable
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	✓	
Personal Qualities	Essential	Desirable
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	✓	