

Job Description

Post:	Trust Finance Assistant
Pay Scale:	Grade 5 SP12-SP17
Responsible to:	Head of Finance Business Partnering
Main Location:	STOCCAT Central Offices

Main Duties

- To assist Trust Finance Business Partners in the preparation of ad hoc and monthly management reports and financial data both manually on excel and through the Trust's financial systems.
- To assist in the preparation of monthly accounts to trial balance stage, including control account reconciliations and posting of accruals and prepayments.
- Assist the Trust Finance Business Partners in the monitoring and reviewing of budget performance identifying any potential areas of concern.
- To ensure all invoices and other payment requests are processed and checked in accordance with the Trust's financial procedures, are coded correctly (including VAT), and are entered into the accounting software promptly and accurately.
- To assist in checking the accuracy of postings into the finance system ensuring that all orders and invoices have been posted to the correct budget lines.
- To inform the Trust Head of Procurement of any procurement breaches.
- To ensure that the Trust's Ledgers are accurately coded and populated and other miscellaneous journals as directed by the Trust Finance Business Partner.
- To input credit card statements, petty cash transactions and any other financial data in the accounting software as directed.
- Taking a key role in the internal and external audit management, working closely with auditors to provide evidence and commentary where required.
- Assisting in the preparation of regular budget reforecasting.
- To place approved orders with suppliers.
- Ensure reporting is consistent for all schools across the Trust.
- To maintain standing data on supplier / customer accounts subject to authorisation of any changes.
- Manage trust email inboxes in an organised, polite and efficient manner
- To adhere to the internal controls and processes that operate in the Finance function.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.

- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on your own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent.	E	A/C
Part qualified accountant (AAT, CIMA, ACCA etc) or willingness to work towards	D	A/C
Knowledge & Experience		
Experience of PS Financials	E	A/I/R
Accounting knowledge and understanding	E	A/I
Knowledge of funding within education	D	A/I
Experience of working in a management accounting function in a large organisation	D	A/I
Technical Skills & Ability		
Ability to use financial analysis to produce reports and drive performance improvements	E	A/I
Extensive ability to use IT systems including a strong working knowledge of Microsoft Office applications and advanced use of Excel Spreadsheets.	E	A/I
Excellent communication skills and ability to deliver effective customer service over the telephone and in person.	E	A/I
Able to follow instructions and work within policies and procedures without direct supervision.	E	A/I
Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	E	A/I
Special working conditions		
Ability to work flexibly when required	E	A/I
Personal characteristics		
Meticulous attention to detail and excellent accuracy skills	E	A/I/R

Ability to work as part of a team and to operate independently using own initiative	E	A/I/R
Excellent organisational and time management skills to meet deadlines and business needs.	E	A/I/R
Experience of working under pressure and tight deadlines	E	A/I/R

