



## JOB DESCRIPTION & PERSON SPECIFICATION

### Finance Assistant

Grade 3 SCP 6 - 11 £19,698 - £21,748

Full-time (36.66 hrs per week), Full Year

#### Job Purpose

Under the direction of the Finance Team Leader and School Business Manager, to carry out effective financial administration procedures.

#### Key Tasks

##### Purchase Ledger

1. To efficiently process purchase orders following Trust procedures using the Finance System (Financials Live).
2. To process purchases using academy charge card following Trust procedures.
3. To maintain a list of preferred service providers and contracts, ensuring that correct insurances are in place and advising school contract holders of expiry dates/non-compliance.
4. Take receipt of deliveries and maintain effective delivery and receipt records and oversee distribution of purchases to correct departments.
5. To ensure that the paying of invoices is carried out as required by financial regulations and within Trust procedures and authorised signatories.
6. To prepare payments to suppliers through the BACs system.
7. To assist in budgetary control and expenditure investigation.
8. To monitor statements received from suppliers and investigate queries accordingly.

##### Security of Cash

9. To follow procedures for the security of all monies.
10. To administer the petty cash function, following procedures and adhering to authorised sign-off procedures.

##### Banking and Associated Reports

11. To carry out bank reconciliations using the academy computerised systems.
12. To ensure that any monies received are banked on a timely basis and relevant parties informed.



### Administration

13. To carry out basic reports under the direction of the Business Manager or Finance Team Leader, including to word process documents.
14. To organise the efficient filing of records.
15. To deal with internal and external queries, including personal, telephone or postal requests.
16. To assist with clerical, administrative and reception tasks, if required, working as part of a team with other colleagues based within the school office.

### Standard Duties

17. To understand the importance of inclusion, equality, and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
18. To uphold and promote the values and the ethos of the academy.
19. To implement and uphold the policies, procedures, and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
20. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
21. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
22. To attend and participate in relevant meetings as appropriate.
23. To undertake any other additional duties commensurate with the grade of the post.

### Contacts:

Suppliers, pupils, staff, parents, carers and guardians, and visitors to the academy.

### Responsible to:

Finance Team Leader

FINANCE ASSISTANT	Essential / Desirable	Application Interview Test
<b>Qualifications</b>		
Relevant financial or school office experience	E	A
Maths and English at GCSE or equivalent	E	A
<b>Experience</b>		
Experience of using computerised packages for financial administration, specifically trained to standard user level in Microsoft excel functions	E	A/I
Experience of working in an accounts or procurement function	D	A
Experience of producing information clearly in a way that can be understood by others	E	A/I
Experience of reviewing data for errors and discrepancies	E	A/I
Experience of undertaking administration/clerical tasks	E	A/I
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I
Experience of working in an academy or other educational setting	D	A
<b>Skills and Abilities</b>		
Excellent communication skills delivering professional, polite, courteous, and efficient customer service	E	A/I
Ability to interpret information to solve problems and make recommendations for action	E	A/I
Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve re-prioritising own work (and that of the	E	A/I
Ability to be methodical and thorough to ensure work is accurate	E	A/I
Initiative to respond to unexpected problems, using recognised policies and procedures as a guide	E	A/I
<b>Knowledge</b>		
Knowledge of relevant financial best practice and legal requirements appropriate to the role, including VAT, tax, auditing and credit control	D	A/I
Understanding of the financial framework and regulations that an academy is required to operate in	D	A/I
Understanding of why safeguarding is important when working with children and young	E	A/I
Knowledge of financial procedures associated with being an academy, a charity and the associated accounting frameworks.	D	A/I
<b>Work circumstances</b>		
Able to work flexibly as the workload demands	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.