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Job Description and Person Specification

Job Title	Finance Assistant
Grade	HAY 6
Location	TCSET Central
Reporting to	Accounts Payable Supervisor

Job Purpose (short explanation of the role)

The Finance Assistant is an integral part of our Multi-Academy Trust's finance team, working under the supervision of the Accounts Payable Supervisor. This role primarily focuses on efficient and accurate payment processing, ensuring adherence to financial controls, policies, and procedures.

Main responsibilities (list the key areas of responsibility, be concise and avoid lengthy explanations)

Payment Processing:

1. **Invoice Verification:** Review invoices and payment requests for accuracy and completeness, ensuring they comply with Trust policies and guidelines.
2. **Data Entry:** Accurately input payment data into the financial systems, including details of invoices, payment amounts, and account codes.
3. **Payment Scheduling:** Assist in scheduling payments within the Trust's payment terms, obtaining necessary approvals and permissions as required.
4. **Bank Transactions:** Process payments correctly on the Trust bank account, verifying the completeness and accuracy of transaction details.
5. **Financial Controls:** Follow established financial controls for payment processing and maintain a strong commitment to data integrity.

Reconciliation Support:

6. **Monthly Bank Reconciliations:** Assist in the monthly bank reconciliation process, contributing to the verification of financial records.

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Main responsibilities (list the key areas of responsibility, be concise and avoid lengthy explanations) (continued)

Documentation and Filing:

7. **Record Keeping:** Maintain organized and up-to-date records of payment documentation, invoices, and payment confirmations.
8. **Document Retrieval:** Retrieve payment-related documents and data promptly as needed for audits, inquiries, or reporting.

Team Collaboration:

8. **Communication:** Collaborate effectively with the payment processing team, Accounts Payable Supervisor, and other team members to resolve payment-related issues and inquiries.
9. **Process Improvement:** Participate in process improvement initiatives to enhance the efficiency and accuracy of payment processing.

Specialist responsibilities (things that are specific to this role, rather than general responsibilities)

N/A

Accountability (list the key areas the job holder will be measured against eg student success)

- To support the development of the use of financial management systems within the Trust. This work involves recommendations for change particularly with regard to ensuring departments manage within budget and that procurement arrangements are consistently applied across the Trust.
- The finance systems are externally audited as a statutory requirement and will therefore be scrutinised by external advisers engaged as both internal and external auditors. It is incumbent on the post holder to be familiar with the requirements of these bodies and to work closely with the Trust Assistant Financial Controller to secure ongoing improvement to the financial systems in use and to make recommendations for improvement.
- Following on from system change, decisions will have training, budgetary and

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resourcing implications for the Trust as a whole. The post holder will need to be mindful of these issues when making recommendations and seek to make efficiency savings.

Leadership (includes any line management responsibilities)

N/A

Financial Responsibility (include any budget management or payroll responsibility)

Preparation of payment runs and obtaining necessary approvals and authorisation from the head teachers/business Leads for payments to be made.

Accurate and timely processing to meet Trust deadlines.

Professional / Statutory Responsibilities (this may include curriculum responsibility, completion of statutory records)

To help ensure compliance with the Academies Trust Handbook and keep knowledge of all government initiatives and directives current.

Strategic Responsibilities (include broad timescales)

As directed and guided by the Financial Controller – time span, academic year.

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Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Good general standard of education with qualifications to GCSE level with English and Maths	<ul style="list-style-type: none">• Qualification in Accountancy (CIMA/ACCA)
Experience	<ul style="list-style-type: none">• Experience of financial and management accounting in a school environment	<ul style="list-style-type: none">• Experience in using Trust finance systems
Knowledge	<ul style="list-style-type: none">• Understanding of the Academies Trust Handbook	<ul style="list-style-type: none">• Understanding of schemes of delegation
Skills and Abilities	<ul style="list-style-type: none">• Strong ICT Skills (Intermediate Word, Excel, Microsoft Outlook, PowerPoint)• Outstanding written and oral communication skills• Highly approachable and engaging• Strong interpersonal skills when working with colleagues• High levels of personal organisation, and the ability to work independently.• Experience of dealing with confidential issues• Calm, confident attitude• Positive role model• Ability to adapt quickly to different situations	<ul style="list-style-type: none">• Knowledge of PSF• Knowledge of Parent Pay and other finance platforms

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	<ul style="list-style-type: none">• High level of accuracy and attention to detail	
Skills & Ability	<ul style="list-style-type: none">• Ability to work in a team and independently• High level of flexibility and adaptability	

Safeguarding:

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age and all other aspects of diversity.

Health & Safety

The Charter Schools Educational Trust is committed to promoting the health and wellbeing of our staff and pupils by managing conduct and behaviour effectively to ensure a good and safe working and learning environment.

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Working within the community

The Charter Schools Educational Trust is committed to working closely with our communities to ensure a collaborative and harmonious relationship that is supportive of those around us.

The details contained within this job description are intended to give an overview of the requirements of the role. All employees of The Charter Schools Educational Trust are expected to work in a positive and collaborative way that supports the overall Mission, Vision and Values of the Trust. This includes showing flexibility in the tasks undertaken in order to deliver this aim.