



Job Description

Finance Assistant

Purpose	Kings Academy is seeking to appoint an organised, reliable and enthusiastic Finance Assistant to join our school Finance Team. Working as part of the Academy's finance function, you will provide efficient administrative and financial support, helping to ensure the smooth and effective day-to-day operation of the Academy's financial processes. The successful candidate will be responsible for a range of finance and administrative duties, including processing invoices, maintaining accurate financial records, assisting with purchase orders and payments, and responding to routine finance queries.
Reporting to	Finance Officer
Salary	Grade 14

Key Responsibilities	• Assist with the day-to-day administration of the Academy's financial processes • Process supplier invoices and credit notes efficiently, ensuring appropriate authorisation in accordance with the Academy's scheme of delegation • Process purchase orders, check deliveries and assist with returns as required • Maintain accurate and up-to-date computerised financial records, filing systems and other financial documentation • Assist with monitoring expenditure, reconciling financial information and supporting month-end procedures • Support the preparation and distribution of financial reports and information to relevant budget holders • Raise invoices for services provided by the school • Deal professionally with a range of financial enquiries from internal and external customers, including suppliers, staff and students, adapting responses appropriately to their requirements • Assist with financial administration as required • Process internal and external lettings enquiries and bookings • Use Bromcom and the school's online payment system effectively, with training provided where necessary • Ensure financial procedures, Academy policies and relevant financial regulations are followed • Keep up-to-date with financial regulations and related policies and advise appropriate staff accordingly • Coordinate the annual completion of pecuniary interest forms for budget holders and staff • Maintain confidentiality when dealing with financial and personal information • Ensure clear, effective and well-organised filing, record-keeping and administrative systems are maintained and regularly updated
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Supporting Processes	• Undertake any other appropriate duties and responsibilities assigned from time to time, commensurate with the grade of the role • Provide appropriate cover for absent colleagues as required • Contributing to the overall ethos/work/aims of the Academy, appreciating and supporting the role of other professionals • Attending relevant meetings, as required • Participating in training and other learning activities and performance development, as required • Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required • Undertake additional duties commensurate with the grade as directed by your line manager All Kings Academy staff are expected to: • Ensure that the aims, priorities and policies of the Academy and Trust are adhered to • Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times • Carry out any other duties as reasonably requested by the Headteacher/Operations Manager • The King's Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Academy agreed child protection procedures will be followed, alongside implementation of the Academy disciplinary procedures.
Additional Responsibilities	The Trust recognises that the following skills are required for this post: Relating to others • Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others • Team working: the ability to work with others to achieve shared goals • Understanding others: the drive and ability to understand others, and why they behave like they do Developing people • Encourage staff to work together and share expertise within and across teams Reflecting • Reflect on personal and professional development • Use feedback from all levels of the Trust to help improve the way you work • Be aware of your own skills of self-management as regards time and prioritising workload Inspiring • Be able to inspire staff and students with the highest standards and expectations • To ensure the aims, priorities and policies of the Academy and Trust are adhered to • Act as a positive representative and always advocate of the Academy and its students in all circumstances • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation

	• Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress • Attend relevant meetings, participate in training and other learning activities and performance development, as required • Take on additional responsibilities, as required by the Executive Leadership Team of the Wessex Learning Trust The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures. This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	