



THE ROWAN LEARNING TRUST

JOB DESCRIPTION

1. Introduction

1.1 Name of Postholder:

1.2 Job Title: Finance Assistant

1.3 Job Purpose: Under the reasonable direction of the Senior Finance Manager (SFM) and Finance Managers (FMs) carry out the professional duties in line with the job profile and in particular to:

Input of financial information onto the Trust financial systems.

Support the aims and objectives of the Schools and the Trust.

1.4 Line Management: SFM

1.5 Liaising With: SFM, FMS, support staff in schools, LA representatives and external agencies.

1.6 Salary Scale: G4 Points 5 - 8

1.7 Working Time: This is a full time post working term time plus two weeks with a 37 hour working week, however, you may be expected to work beyond this, as and when necessary, to ensure the School's financial needs are met.

1.8 DBS Disclosure Enhanced Level

THE ROWAN LEARNING TRUST

FINANCE ASSISTANT

Finance

- Input of all orders and invoices on funds held within the finance system.
- Receive & check deliveries, input receipt onto the finance system and retaining dispatch notes.
- Liaise with outside agencies regarding orders, invoices, general queries etc.
- Process staff expense claims received.
- Locate and contact source and receiving cost centre/account of any unpaid cheques and undertake to retrieve monies owed.
- Provide regular & timely cost centre reports to relevant cost centre holders.
- Day to day administration of petty cash imprest.
- Post petty cash transactions on a monthly basis.
- Post credit card transactions on a monthly basis.
- Assist with Accounts Receivable, raising invoices, chasing outstanding payments & reconciling payments when received.
- Liaise with schools regarding trips, Peri Music, events & charity monies collection, administration and banking.
- Assist with the security of all cash held in schools.
- Annually prepare bulk requisitions for expected budget costs – phones, utilities etc.
- Undertake month-end review of outstanding orders to ensure goods & services are received or outstanding commitments cancelled.
- Where required assist with the month-end reconciliations and preparation of schedules.
- Weekly/Monthly scanning of documents into the Trust's document management system, having regard to the timely archiving and destruction of documents in line with GDPR.
- Deputise for the Finance Officer if required.
- Undertake general finance admin duties as required - post etc.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals
- Maintain confidentiality at all times
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training and other learning activities and performance management as may be reasonably directed
- Other duties commensurate with the grade as specified by the CEO.

Signatures

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Support Staff)

Signed
(CEO)

Dated
(Support Staff)

Dated
(CEO)

THE ROWAN LEARNING TRUST

Finance Assistant

Person Specification

Successful applicant will possess:

Essential

English & Maths GCSE Grade C or equivalent.

Previous financial background with knowledge of financial banking procedures including accounts and bank reconciliation.

Prior knowledge of purchase and sales orders and invoices.

Good communication skills that meet our expectations both orally and written.

Ability to work under pressure and accurately to deadlines as well as internally and externally set performance indicators.

A professional approach that meets our expectations.

Excellent organisational skills.

Methodical approach to tasks with a keen eye for detail.

Ability to prioritise and successfully complete a range of tasks to targets and deadlines.

Enthusiasm for the work and commitment to complete demanding tasks.

Flexibility in the day to day working pattern.

Ability to develop and implement new procedures.

Willingness and ability to undertake further qualification (if necessary) and training for development in the post.

Excellent record of attendance and punctuality.

The ability to organise workload.

The ability to work as a member of a team.

The ability to work independently without direct supervision.

The ability to maintain confidentiality.

Sense of humour.

An empathy with children.

Desirable

Experience of creating and updating financial spreadsheets.

Working knowledge of IT packages used for the preparation and presentation of statistical and financial data.

Experience of Local Government in a financial environment.

Working knowledge of education finance software.