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| Salary: | Grade C-D (Points 5-11 NJC Scale) |
| Responsible to: | Finance Manager |
| Date of Job Description: | July 2025 |

Purpose of the Role:

To provide financial support to the academy. Processing of financial paperwork to ensure timely and accurate financial information ensuring compliance with FCAT financial regulations.

Main Tasks and Responsibilities

Key duties:

- First point of contact for finance enquiries within the academy, from parents, carers, students, staff and suppliers.
- Processing of transactions on the academy financial system in an accurate and timely manner. Processes include generating purchase orders, processing supplier invoices and credit notes, processing charge card transactions and generating sales invoices.
- Request new supplier accounts or amendment to existing accounts in accordance with FCAT Operations Manual.
- Liaise with budget holders re deliveries to site and approval of purchase invoices.
- Produce a range of financial data for senior leaders and other non-financial managers including for example: monthly budget reports
- Generate and check weekly BACS payment lists for approval by Academy Finance Lead.
- Where directed undertake reconciliations, for example of bank account, charge card and the purchase ledger control account;
- Support the Senior Finance Assistant with transaction queries.
- Assist with providing information for internal and external audit.

- Receive and record monies from parents/carers and students either in person or through the academy e-payment system.
- Maintain an accurate filing system under direction from the Senior Finance Assistant. Scan all purchase invoices onto the finance system.
- Highlight any overdue creditor or debtor to the Senior Finance Assistant as soon as they occur.
- Highlight any non-compliance with finance regulations with the Senior Finance Assistant.
- Support the Senior Finance Assistant as required, including but not limited to: Issue of bus passes, reward vouchers, collection and banking of cash collections and recording of agency costs.
- Attend periodic Trust finance meetings.

General Duties:

- To act in accordance with the academy and FCAT's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to FCAT's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.