

# Job Description

<b>Job title:</b>	Finance Assistant	<b>Contract Type:</b>	Permanent, 52 Weeks per year
<b>Responsible To:</b>	Finance Officer/Financial Controller	<b>Grade &amp; Spine Point:</b>	Scale 4 (point 7-10)
<b>Location:</b>	All UST Schools		

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

### JOB PURPOSE

The Finance Assistant will provide a high standard of financial, accounting and administrative services, working closely with the Finance Manager, Trust Financial Controller and the School's Senior Leadership Team in ensuring these functions are undertaken efficiently and effectively.

## RESPONSIBILITIES

1. To operate and maintain the financial procedures and systems of the school
2. To assist the Finance Manager in ensuring that robust financial accounting and ordering systems are in place and that economies of scale are sought in order to maximise value for money.

3. To process financial transactions efficiently and accurately and assist with payment runs, ensuring that VAT is correctly accounted for.
4. To support the management of the school accounting function, ensuring its efficient operation to agreed procedures and maintaining those procedures. Assisting with resolving problems, including ordering, processing and payments, and assisting with resolving school finance queries from staff, students and their parents.
5. To assist with the finance procurement function, providing support and training to colleagues with obtaining quotes and approving orders. To process purchase orders, invoices and staff expenses accurately and on a timely basis ensuring that these have been fully authorised by budget holders before making payment on a timely basis.
6. To assist with the finance income function, following up on outstanding monies due to the school and reporting as required to the Finance Manager.
7. To maintain internal control procedures and ensure that accounting standards are met. To prepare information required by auditors at the direction of the Finance Manager.
8. To assist in managing the Finance department's communications with stakeholders.
9. To receive and reconcile cash and cheques for various income items. To prepare funds for banking, ensuring that all insurance and audit requirements are complied with.
10. To reconcile supplier statements and update the finance system accordingly.
11. To assist with maintaining the school fixed asset register.
12. To support with any other duties relevant to the role.

#### **COMMON ROLES FOR ALL TRUST MEMBERS**

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
2. To ensure equal opportunities for all.
3. To be committed to safeguarding and to promoting the welfare of all young people.
4. To assist in the development of a culture and environment in which young people thrive and to drive innovation.
5. To drive up educational standards, promote life-long learning and continually improve outcomes for all.
6. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the
7. Trust and each student is valued and nurtured to develop personally and educationally.
8. Develop and maintain a culture of high expectations for self and others.
9. Regularly review own practice, set personal targets and take responsibility for own development.
10. Actively engage in the performance review process.
11. Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
12. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
13. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
14. Adhere to Trust policies and procedures.

#### **ADDITIONAL REQUIREMENTS**

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
3. The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment,

recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.

4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant)
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

#### **TRAINING**

1. Undertake training as required to be effective in carrying out all duties and attend staff meetings as necessary.

### **JOB DESCRIPTION AGREEMENT**

The post holder will be line managed and appraisal managed by: Head of Finance Business Partner

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_  
Signed by (Post holder)

\_\_\_\_\_  
Signed by (Trust Leader)

# Person Specification

## Finance Assistant

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>GCSE English and Maths A*- C/9-4</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working as part of a high performing team</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of using information systems including computerised systems in an administrative environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To have, a recognised qualification (Level 3 Business &amp; Administration or above)</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working within a Finance function in the public/not for-profit sector</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of using the financial regulations applicable to schools</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of using PS Financials and SIMS.</li> </ul>		✓

Knowledge and Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>Proven ability to ensure that targets and deadlines are met in a pressurised work environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to establish and maintain excellent working relationships at all levels, both internally and externally</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Principles and practices of business data processing particularly related to the processing of accounting and financial information</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to operate a computer, spreadsheet software and accounting software</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to undertake financial accounting, reporting and record keeping</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Hold good administration skills enabling the smooth running of a finance office</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to undertake a wide range of finance and administrative tasks</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Displays commitment to the protection and safeguarding of children and young people</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and experience of accounting procedures to enable the maintenance of school accounts to a high professional standard</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of internal control and audit principles and practices</li> </ul>		✓
<ul style="list-style-type: none"> <li>Assist the Finance Manager to interpret and summarise financial information</li> </ul>		✓
<ul style="list-style-type: none"> <li>An understanding of the functions and duties of a school and its relationship to the Local Education Authority/ EFA</li> </ul>		✓

<ul style="list-style-type: none"><li>• Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people</li></ul>		✓
<ul style="list-style-type: none"><li>• A satisfactory Enhanced DBS disclosure</li></ul>	✓	

