

**Role Profile:** Finance Assistant  
**Reporting to:** Finance Manager  
**Responsible for:** n/a

### **Important Functional Relationships:**

**Internal** - Staff within Wave Mat Academy; Staff within the in-patient Unit

**External** - Principals and other school-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non-statutory

### **Our Values:**

- **Teamwork**

We recognise that when we work together effectively, we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

### **Main purpose of Job**

To provide finance support for Wave Multi Academy Trust. To carry out a range of administration and finance duties and assist with the daily operation of the Academy Trust.

### **Duties and responsibilities**

- Provide support to the finance team in maintaining accurate financial records for the Trust as required by the Trusts financial procedures and in keeping with statutory guidance.
- Raise purchase orders in accordance with the Trusts procedures.
- Check budget availability and coding accuracy and liaise with finance team and senior administrators regarding discrepancies and queries.
- Use the finance system email as appropriate to distribute purchase orders to suppliers.
- Liaise with suppliers regarding order queries as necessary.

- Process purchase invoices in accordance with the finance system and procedures ensure all documentation is accurately filed.
- Ensure all transactions are properly authorised.
- Investigate invoice queries assisting the finance team with resolving disputes.
- Maintain control spreadsheets, such as supply, accruals, prepayments, utilities, contracts and other to maintain accurate financial records.
- Set up new supplier accounts on the finance system when authorised and maintain supplier accounts.
- Assist with reviewing the pay list to ensure accuracy, including eliminating any over-payments or duplicate payments, and suppliers are paid in a timely fashion.
- Assist finance team with aged creditors reviews including supplier statement reconciliation and chasing of statements in a timely fashion for regular suppliers.
- Assist with supplier payment runs and allocating subsequent payments.
- Liaise with suppliers as requested regarding statement inconsistencies.
- Monitor finance mailbox and sort incoming communications in accordance with protocols.
- Assist finance team with collating data from each Academy to create sales invoices including chasing administrators for funding agreements.
- Set up new customer accounts on the finance system and maintain customer accounts.
- Chase aged debtors with regard to unpaid invoices and related correspondence. Sending out statements and ensuring that debt recovery is completed in a timely fashion.
- Investigate requests for credit notes and submitting agreed requests to finance manager for authorisation.
- Monitor third party and contractor documentation and liaise with the academy senior administrators to ensure contracts, insurance and DBS information are up to date.
- Perform monthly academy credit card and petty cash reconciliations.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Advising administrators of agreed suppliers and maintenance of the contracts listings as required.
- Provide assistance for the internal and external audits.
- Provide data as required for budget preparation and other ad-hoc reports as requested.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively with Principals

- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's Five Year Plan, policies, practices and procedures, so as to support the school's values and vision
- Promote and demonstrate adherence to the Trust's values, policies, financial procedures, GDPR and statutory guidance across the Trust.

#### **Health and safety**

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe

#### **Professional development**

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Undertake training and associated work experience and gain competence and key skills in order to achieve AAT qualifications
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

**To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).**

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements

**Person Specification:**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of using a range of office equipment, ICT software and information systems in an administrative environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing high-level support in a busy, politically sensitive environment</li> </ul>
Education & Training	<ul style="list-style-type: none"> <li>5 GCSEs at A-C, including English &amp; Maths or equivalent qualification in related area or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>To be AAT part qualified or equivalent</li> <li>Experience of processing data and producing reports and documents with a high degree of accuracy.</li> </ul>
Special Knowledge & Skills	<ul style="list-style-type: none"> <li>self-management skill.</li> <li>Good level of ICT knowledge including Microsoft Excel, Word, and Outlook</li> <li>Professional demeanour, good interpersonal skills and ability to deal with various members of public and senior management. Excellent telephone manner</li> <li>Demonstrate excellent numerical skills and attention to detail along with an ability to stick at routine tasks</li> <li>Ability to build effective working relationships with a wide variety of individuals</li> <li>Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meet agreed targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of and commitment to Academy policies including Financial Procedures, Child Protection, Data Protection, Health &amp; Safety and Equal Opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven excellent communication skills, ability to communicate effectively both verbally and in writing in order to produce accurate reports and communications</li> <li>• Ability to take on several tasks simultaneously, and provide support to tem members and senior managers as appropriate</li> <li>• Embrace responsibility for identifying sound and effective solutions to a variety of different problems</li> <li>• Ability to draw logical and accurate conclusions from sometimes complex information</li> </ul>	
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