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## Job Description for Finance Assistant

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<b>Responsible to:</b>	Trust Finance Manager
<b>Paid on:</b>	Band E of the NCLT Support Staff
<b>Based at:</b>	Primarily at New College Pontefract - with the flexibility to work across sites as and when required.

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### OVERALL PURPOSE OF THE POST

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- To work as part of the Trust Finance Team to provide a high quality, efficient, effective, and supportive financial service for all academies in the Trust.

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### MAIN DUTIES

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- Assist with the work of the Finance Team as requested. Main duties would include:
  - Liaising with a wide range of people, both internal and external to the Trust (e.g., staff, students, suppliers, auditors etc), regarding financial matters.
  - Processing transactions on the finance system, obtaining appropriate authorisation as required.
  - Updating financial procedures.
- Processing orders, obtaining authorisation, and dealing with queries.
- Processing purchase invoices, obtaining authorisation and dealing with queries.
- Processing sales invoices, obtaining authorisation and dealing with queries.
- Checking statements, filing.
- Pursuing outstanding orders for goods and recording comments on the college finance system.
- Responsibility of own business credit card, checking and processing payments and reconciling monthly statements.
- Processing payments on the finance system in accordance with agreed timescales.
- Covering payment desk duties to include:
  - Accurately entering receipt details on to the college financial system.
  - Balance receipts and cash daily, liaising with other members of the Finance Team.
- Assess Bursary Fund requests, Free Meals applications, and ensure payments to students are accurate and made in a timely manner. Complete funding body returns including Vulnerable Bursary claims.
- Set up and monitor student trip accounts and student/staff sale accounts on the finance system, liaise with Heads of School/Department, as necessary. Reconcile accounts monthly.
- Process recharge of photocopying and text charges to cost centres.
- Assist the Trust Finance Manager with ad hoc tasks, as necessary.
- Undertake other duties as requested.

**You may be required to work up to 2 evenings per academic year to support Trust events. Some of this work may be at a different site to the one you are based at. You would be expected to travel between sites where required to support the need of the Trust at these times.**

*There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust.*

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.**

**The post holder's duties must always be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons, and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the Trust's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Finance Assistant

*There will be a variety of opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using computerised administration systems.</li> <li>• Experience of using Microsoft Excel and Word software.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of handling and balancing cash.</li> <li>• Experience of working in a finance/banking environment.</li> <li>• Experience of ordering and invoicing procedures.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of Maths (minimum GCSE Grade C or equivalent).</li> <li>• Confidence in using IT software and equipment.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Customer service/care approach to work.</li> <li>• Attention to detail/accuracy.</li> <li>• Good problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational environment.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with students and staff at all levels.</li> <li>• Ability to work effectively as part of a team but also to work using your own initiative.</li> <li>• Openness to change and innovation.</li> <li>• Willingness to work flexibly and adjust hours accordingly to the needs of the college/trust.</li> <li>• Excellent personal and organisational skills.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Ability to cope with unexpected situations.</li> <li>• Enthusiasm and commitment for the post.</li> <li>• An interest in working in the education sector.</li> <li>• Flexible approach to work and a willingness to undertake a variety of tasks.</li> <li>• Commitment to continuous professional development and willingness to learn from experience and practice.</li> <li>• Commitment to equal opportunities and safeguarding.</li> </ul>	