

## JOB DESCRIPTION

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**Job Title:** Finance Assistant

**Grade:** Grade 3

**Hours of work:** 37 hours per week

(Additional hours may be required during peak times, i.e. financial year end, for which time off in lieu will be given)

**Weeks worked:** Term-time only plus 1 week to be worked during the school holidays

**Responsible to:** Finance Manager

**Job Purpose:** To carry out financial processing and other duties to support the Finance Manager

**The growth of the Trust may necessitate the need for Hub working where responsibility for additional school(s) may fall under the remit of this role.**

**Key Responsibilities:**

- Ensure the effective and efficient delivery of financial support services to schools and ensure compliance with the appropriate financial procedures and audit requirements.
- Processing of purchase orders, invoices and BACS payments on the Trusts finance system.
- Reconciliation of bank accounts and purchase card accounts.
- Processing journals, including payroll journals, and reconcile to control accounts.
- Monthly review of creditors and debtors.
- Assist with audit processes and end of month/year processes.
- Ensure that the appropriate controls and procedures are in place providing guidance to staff in the correct processes and procedures for procurement following the Trust finance policy and Academies Financial Handbook.
- Receipt all income received and reconcile the cashless payment system.
- Update and maintain the fixed asset register and inventory.

- Establish strong and effective working relationships with all staff and other finance team members.
- Ensure that all customers, including students, staff, parents and other users, are provided with a quality service.
- As the Trust's finance structure and delegation evolves and changes, there will be a requirement as part of this role to support the Trust as changes occur. This may mean support to focus on specific areas of the financial system, process or controls for all schools across the Trust and there is a requirement to flexibly support this.
- Assist with the introduction of new systems and procedures.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Promote, support and contribute to the overall ethos/work/aims of the Trust.
- Participate in personal and professional development activities to meet the changing demands of the job.
- Any other duties and responsibilities within the range of the salary grade.
- To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.
- You may be required to work in any of the employer's academies as identified in your contract of employment.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. The job holder is expected to comply with any reasonable requests.

Additional conditions:

- All staff have a responsibility for promoting and safeguarding the welfare of children and young people.
- All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism.
- To attend appropriate staff meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount.

- The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy
- To take responsibility for becoming familiar with academy policies and abide by them.
- This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the ATLP.
- This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder but only after full consultation with the post holder.

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**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview

<b>EXPERIENCE</b> (Relevant work and other experience)	Experience of working in a school or academy	AF/I
	Experience of producing a variety of financial reports	AF/I
	Experience of undertaking a range of administrative and technical duties, including data input and retrieval	AF/I
	Experience of financial workings of a school	AF/I
<b>SKILLS AND ABILITIES</b>	A sound knowledge of a range of computer applications including financial management systems preferably SAGE however training will be given	AF/I
	Ability to work independently demonstrating initiative	AF/I
	Ability to contribute to school business planning	AF/I
	Ability to contribute to policy development e.g. for school lettings	AF/I
	Ability to develop and maintain efficient record keeping systems	AF/I
	Ability to problem solve	AF/I
	Ability to negotiate 'best value' with suppliers	AF/I
	Ability to communicate with a range of audiences including colleagues, suppliers and members of the community	AF/I
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I
	Ability to show sensitivity and objectivity in dealing with confidential issues	AF/I
	<b>TRAINING</b>	Willingness to participate in further training and development opportunities offered by the school
<b>EDUCATION/QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	GCSE grade C or equivalent in English and Maths AAT Part qualified	AF/I
<b>CONTRA INDICATION</b>	Disclosures relating to children, young people or vulnerable adults	