

**Finance Assistant**

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| **Job Title** | Finance Assistant |
|  **School**  | Eden Academy Trust (based at Moorcroft School) |
| **Grade** |  Scale 3 |
| **Hours** | 35 hours per weeks, term time only plus 5 training days |
| **Accountability**  | School Business Manager |

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|  **Main objectives** |

To work as part of the Eden Academy Finance Team to ensure compliance with Finance policy and procedures and liaise as appropriate with the Chief Operating Officer, Business Manager and Finance Officers.

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|  **Specific Aspects of this position** |

 FINANCE:

* To administer all school accounts in accordance with DFE regulations.
* Process and reconcile school credit cards onto SIMs Finance.
* To undertake to find the best value products & process purchase orders for school orders.
* Prepare and process invoices and direct debits for payment ensuring that VAT is correctly accounted for.
* Ensure all invoices are approved by the Head Teacher for payment.
* Ensure invoices over £1,000.00 have additional approval of by the Chief Operating Officer.
* Prepare and process BAC runs.

PAYROLL & PERSONNEL:

* To generate payroll reports and investigate any variance between staff salaries paid and salary commitments each month.
* To calculate and record all school-run clubs’ staffing costs and journal accordingly to appropriate cost centre.

FINANCIAL REPORTING:

* To prepare reports for accounts and audit as and when required.
* Reconcile various cost centres as required.
* To carry out any other duties as required by the Finance Officers, Business Manager and Chief Operating Officer.
* To be prepared to work at various schools within the Academy as directed by the Chief Operating Officer.

Additional Responsibilities to include:

* To take/make telephone calls and answer queries relating to the day-to-day work of the finance department.
* To manage the finance email mailboxes and respond to emails as required.
* Foster close liaison with Administration Officers and Office Managers across the Academy and to assist when necessary.
* To take advantage of any INSET courses offered and to take part in staff meetings and Training Days whenever relevant or appropriate.
* To implement School Safety Policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
* Any other duties as may be required that are commensurate with the level and responsibility of

DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the Eden Academy Trust’s pre-employment checks.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to reasonable amendments to take account of changing circumstances.

The Eden Academy Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

**PERSON SPECIFICATION**

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| **Qualifications and Experience** |
| Essential* English GCSE grade C or above (or equivalent)
* Maths GCSE grade C or above (or equivalent)
* Ability to use Microsoft Office, in particular Excel and Word
* Experience of processing orders and reconciling delivery notes
* Experience of processing invoices

Desirable* Experience of working in a school office
* Experience of using Arbor
* Experience of producing a BACs run
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| **Professional Values and Practice** |
| * Ability to work as part of a team and to establish effective working relationships with staff, suppliers, LAB members and Local Authorities
* Demonstrated ability to work independently and as part of a team to achieve desired outcomes
* Demonstrated ability to maintain accuracy when working to tight deadlines and under pressure
* Ability to communicate effectively both verbally and in writing
* Demonstrated ability to maintain effective office systems, organise priorities and meet agreed timelines
* Understand the need for confidentiality and to maintain this confidentiality at all times
* Ability to work under pressure and maintain a calm and professional demeanour
* To be accurate and have an eye for detail
* To be prepared to be flexible, working at different sites within the Academy, as required
* To be prepared to undertake training and to attend courses to maintain and develop professional skills
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