**Job Description**

**POST: Finance & Administration Assistant**

**RESPONSIBLE TO: Business Support Manager**

**SALARY:** Scale E, (points 4 -6) £24,404 to £25,183 per annum plus excellent pension scheme, minimum 24 days holiday entitlement, plus 8 bank holidays and 4 Trust days.

**LOCATION:** CAT Central (occasional visits to Trust schools)

**WORKING PATTERN:** Full time - 37hrs per week (52 weeks, whole year)

**DISCLOSURE LEVEL:** Enhanced

**Key Relationships:**

* Business Support Manager and Finance Business Partners
* Trust Accountant & Executive Director of Finance & Operations
* Director of CAT Institute of Education and Operation Lead
* School Business & Finance Leads
* Central HR & Payroll, Estates and Administration team colleagues

Reporting to the Business Support Manager, this position is a key member of the Central and Finance function of the Trust. The role supports the Executive, CFO, Trust Accountant and schools with their financial management and provides advice and support to the CAT Institute of Education (IoE) and schools on all finance processes including grant management, planning, budgeting, purchase to pay, sales invoice to cash and transaction recording to reporting.

The Finance & Administration Assistant ensures the Trust’s financial scheme of delegation, policies and procedures are complied with consistently and aligned to ESFA and UK Generally Accepted Accounting Practice. In addition, the postholder assists the wider Finance Team in welcoming new schools into the Trust, inducting them into the trust’s financial processes and helping to manage all types of transactions and monthly close.

To achieve the above, the post holder may be asked to meet with colleagues at other CAT schools. The role requires commitment to undertake CAT Finance & HR system training and keep up to date with all changes to these systems and documented procedures.

With training and support the post holder will be required to follow procedure notes using their own initiative recognising complex issue and the need to escalate where appropriate.

The post holder contributes to the provision of financial management information to the Business Support Manager and Team, Trust Accountant and CFO and the preparation of accounts for audit. The post holder may also be involved in procurements to obtain best value for the Trust and its schools and will be involved in continuous improvement of new and improved financial and administration systems.

**Responsibility for staff:** There role has no direct line management though will be expected to demonstrate tasks or advise/guide colleagues, new employees, work experience or trainees.

**Responsibility for budget:** The post has responsibility and is accountable for accurate reconciliation of contractual and grant income and preparation of expenditure.

**Responsibility for physical resources:** There is direct responsibility for physical resources, such as IT and the careful, accurate, confidential and secure handling and processing of information.

**SPECIFIC TASKS**

Working closely with the Business Support Manager, Finance Business Partners and IoE Operations Lead assisting with accurate daily processing tasks and other daily procedures as required such as, but not limited to: -

* Contractual and Grant income reconciliation
* Compilation of reports for schools
* Compilation of report for Trustees
* Liaise with external agencies regarding Institute of Education income
* Access external provider control systems to ensure all income due is claimed, received, recorded and reconciled
* Administer financial control systems to ensure that all grant income is distributed accurately and in a timely fashion
* Assist the FBP with budget planning and forecasting
* Support and monitor the preparation and collation of evidence in readiness for audit of Institute of Education external grants, under the guidance of the Institute of Education Development Lead
* On behalf of the Institute of Education, process Interns including pre-employment checks and HR/payroll processing
* Provide Payroll Reconciliation support to the central team and where appropriate schools.
* Purchase Request/Order processing
* Collate and administer, ready for processing, interschool recharges for Central Team and Institute of Education to all trust schools
* Prepare Sales invoice requests to be processed
* Goods receipting
* Checking of coding of orders and invoices against budget prior to payment
* Manage and triage Support Team email inbox

Undertake other general clerical duties in the finance office eg photocopying, filing, e-mail etc as required, ensuring that deadlines are met, and confidentiality of information is maintained at all times.

Any other duties that are reasonable and in line with this level of responsibility.

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty –

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Person Specification**

**Our Values and Vision**

These are our values. They can be thought of as our ‘non-negotiables’ – beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

**Our Young People**

Everything we do is orientated around ensuring excellent community education for children and young adults aged 3 to 18.

Our approach is based on a fundamental belief that all young people have talent and the potential to achieve more than they ever thought possible.

Achievement is in three main areas:

* Academic: Excellent standards and outstanding progress are a prerequisite for success in life equipping young people with the skills and knowledge they will need to be successful, happy and productive citizens.
* Social: Excellent relationships for learning are a prerequisite for all other achievements. Relationships that engender mutual respect between young people and all other members of our academies’ communities will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.
* Personal: All young people achieve things they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instill in them a sense of pride in who they are and what they achieve.

**Our Staff**

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other’s professional and personal wellbeing.

The Trust Board sees all members of the Trust’s staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other – they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

|  | **Essential** | **Desirable** |
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| **Qualifications** | * **Minimum 5 GCSEs (or equivalent)**

**(including English & Maths grade A-C)** | * **AAT level 3 qualification or equivalent or willingness to attain**
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| **Experience, Skills and knowledge** | * **Financial accounting procedures**
* **Operate Microsoft packages, including Outlook, Word and Excel**
* **Communication skills; written and verbal and be able to develop and maintain professional relationships with colleagues.**
* **Able to use own initiative, solve straight forward problems and prioritise workload in a busy environment, working accurately and meeting deadlines.**
* **Excellent organisational skills**
* **An eye for details and can demonstrate accuracy.**
 | * **Previous experience in a similar role**
* **Alert to potential efficiency and other savings in both financial processes and procurement**
* **Coaching and supporting others to achieve their potential**
* **ICT skills particularly in Excel**
* **Academy, charity or public sector accounts**
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| **Personal Qualities** | * **Maintain confidentiality at all times and recognises privileged position with access to staff information.**
* **Work within established procedures.**
* **Trustworthy, honest and demonstrates integrity.**
* **Commitment to own development with a willingness to attend training sessions, meetings and learn on the job.**
 | * **Motivating others, ensuring that they too have a positive attitude to change**
* **Demonstrable empathy for colleagues carrying out a finance role where finance is not their sole focus.**
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| **Other** | * **Commitment to safeguarding and promoting the welfare of children and young people .**
* **Willingness to undergo appropriate checks, including enhanced DBS Checks.**
* **Motivation to work with children and young people.**
* **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
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