



**JOB DESCRIPTION**

**JOB TITLE:** Finance Assistant  
**GRADE:** Grade C/D (point 3-6)  
**RESPONSIBLE TO:** Head of Finance  
**JOB PURPOSE:** The postholder will provide administrative and financial support to our finance team.

**ACCOUNTABILITIES / MAIN RESPONSIBILITIES**

**Key Responsibilities**

- To operate the MAT's computerised accounting systems including Sage under the direction of the Finance Manager/Head of Finance, including such activities as processing orders for goods and services, inputting payments and receipts to MAT accounts, bank processing, journal vouchers and report generation.
- Assisting the Finance Manager with financial transactions such as income adjustments, internal adjustments, trip income/expenditure, accruals/prepayments, error suspense, in accordance with MAT procedures and timescales.
- Assisting in the credit card banking transaction processes in accordance with the MAT's procedures and undertaking credit card reconciliations
- To process authorised orders ensuring they are logged on the MAT's accounting system and despatched in accordance with the priorities and deadlines as communicated by the Finance Manager/Head of Finance.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments as requested.
- To obtain verification of receipt of goods or services from members of staff in accordance with the recognised policies.
- To enter details of authorised invoices for payment on the MAT's computerised accounting system
- To assist in the production of invoices as requested by the Finance Manager/Head of Finance.
- To chase payments from parents and other debtors in line with the MAT policy.
- To assist in the preparation of financial reports and statistics for the CEO, Headteachers, Trustees and Auditors as requested by the Finance Manager/Head of Finance.
- To receive enquiries made by Schools and determine the appropriate priority of response including answering queries by telephone and face to face, and ensure that they are dealt with effectively and efficiently.
- To provide financial support duties to Senior Staff and Governing Bodies as required
- Post Parentpay weekly statements of income and charges on to Sage

<b>Communication</b>	<ul style="list-style-type: none"> <li>Communicates effectively with other finance colleagues, managers, partners and stakeholders. This includes partnership working with other school finance employees across the STAR MAT schools.</li> </ul>
<b>Systems &amp; information</b>	<ul style="list-style-type: none"> <li>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>Be aware of GDPR principles in sharing financial information</li> <li>Share information confidentially about young people with teachers and other professionals as required.</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> <li>This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Know about data protection issues in the context of your role.</li> <li>To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li> <li>The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity,</li> </ul>

	<p>dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</p> <ul style="list-style-type: none"> <li>• The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values</li> </ul>
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.



**PERSON SPECIFICATION FOR**

**Finance Administrator**

Essential upon appointment	Desirable on appointment
<b>Experience &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>• At least 1 years previous Financial Support Experience.</li> <li>• Experience of establishing and maintaining a range of management information systems, including complex databases and spreadsheets.</li> <li>• Experience of face to face and telephone duties.</li> <li>• Experience of paying invoices and placing purchase orders.</li> <li>• Knowledge of Data Protection requirements and understanding of confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of School Management Financial Information Systems.</li> <li>• Experience of managing budgets.</li> </ul>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• GCSE's English and Maths Grade C or above (or equivalent)</li> <li>• Formal financial qualification (or a willingness to work towards one) eg: AAT level 2 or other accountancy financial qualification</li> </ul>	
<b>Occupational Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to be able to present information in a logical and systematic manner.</li> <li>• Ability to communicate both orally and in writing to a wide range of audiences.</li> <li>• Ability to maintain accurate records.</li> <li>• Good attention to detail.</li> <li>• IT Literate, capable of using MS Word / Excel and office packages, Google systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Sage accounting system</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality</li> <li>• Flexibility</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	