

# Pickwick Academy Trust



## FINANCE ASSISTANT JOB DESCRIPTION

<b>Job title:</b>	Finance Assistant
<b>Department/Team</b>	Pickwick Academy Trust
<b>Responsible to:</b>	Central Team Finance Manager
<b>Responsible for:</b>	The provision of a financial administrative service for schools within the trust under the direction of the Central Team Finance Manager and Finance Managers for the relevant schools and in accordance with the procedures in the Pickwick Academy Trust Financial Procedures Manual.
<b>Salary range:</b>	F 9 -11
<b>Term of office:</b>	Permanent

**Job purpose:** To work with the Head of Finance and Finance Managers to provide a range of high-quality financial services to support the management and monitoring of the financial position in schools so that they can run smoothly, efficiently and effectively in the delivery of their core aims.

### Job Description

Orders and Supplier Invoices

- Raising Purchase Orders, ensuring authorisation is obtained prior to order and sending to suppliers.
- Receiving supplier invoices, matching against Purchase Orders where appropriate and ensuring goods/services have been received and prices charged are correct.
- Entering supplier invoices onto the finance system and ensuring they are allocated to the correct budget codes as shown in the Pickwick Academy Trust Financial Procedures Manual.
- Being the first point of contact for queries and liaising with suppliers and school staff in order to resolve the issue.

### **Debtor Invoices and Income**

- Raising invoices for services provided such as lettings. (Booking enquires to remain with the school Admin team)
- Responsible for the recording of income on Access Education Finance
- Responsible for the correct allocation on the finance system of all entries received via the school online payment system and liaison with schools and Finance Managers regarding any outstanding items.
- Being the first point of contact for queries and liaising with customers and school staff in order to resolve the issue.

### **Balance Sheet Reconciliations**

- Assisting Finance Managers with any queries relating to creditor and debtor control accounts.

### **Staffing Claims**

- Responsible for ensuring travel claims, overtime claims and sickness forms are authorised and submitted to the payroll provider.
- Assisting Finance Managers to maintain personnel records
- **Other**
- Manage and administer Private School funds, if applicable. This includes monitoring of bank account, online payments and bank reconciliation.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

There will be a close working relationship with the Business Director, Head of Finance, Central Team Finance Manager and the Finance Manager for the relevant schools.

Regular contact with Executive Headteachers, Head of School and other staff within the trust will be required.

Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times, conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.

The Finance Assistant is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within school policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements.

We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ 2/3 or equivalent qualification or 2-3 years experience in a similar role.</li><li>• GCSE (or equivalent) in Maths and English.</li></ul>	<ul style="list-style-type: none"><li>• Finance qualification such as AAT</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Self-motivated and committed to professional development</li></ul>	

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Sound experience in supporting financial and administrative services that assist the management and control of financial resources.</li> <li>• Experience of using computerised records and systems</li> <li>• Full working knowledge of Microsoft Office and Microsoft Outlook</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational environment</li> <li>• Experience of producing standard financial reports</li> <li>• Experience of bank and other reconciliations</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A very good understanding of the financial processes and procedures relating to purchase orders, creditor and sales invoices and reconciliations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of education finance regulations</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and written skills, to achieve effective communication, to maintain confidentiality, to liaise with a wide range of internal and external contacts.</li> <li>• Excellent interpersonal skills</li> <li>• Work constructively and positively as part of a team, understanding roles and responsibilities within the finance function.</li> <li>• To be self-motivated to achieve the expected outputs and outcomes that this post requires</li> <li>• Ability to manage time effectively, organise and prioritise workload, working effectively under pressure.</li> <li>• Ability to absorb, interpret and organise large amounts of information.</li> <li>• Ability to maintain efficient record keeping systems</li> <li>• Ability to analyse data effectively</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Current Driving Licence and access to a vehicle</li> <li>• Will require a DBS check to work within a school environment</li> </ul>	