



## **Job Description**

<b>Job title:</b>	Finance Assistant
<b>Responsible to:</b>	Assistant Finance Manager
<b>Grade:</b>	Grade 4
<b>Hours:</b>	37 hours per week, TTO

### **Job purpose:**

- To support the Trust's central finance function under the direction of the CFO and Assistant Finance Manager
- Assist with the efficient and effective management of the Trust's finances
- Provide general administrative and clerical support where required

### **Duties and responsibilities**

- Prepare timely and accurate information for the CFO / Assistant Finance Manager to enable them to discharge their duties
- Under the direction of the CFO / Assistant Finance Manager, organise and prepare information for the annual statutory audit and growth of the Trust
- Assist the Assistant Finance Manager with the monthly bank reconciliation process
- Assist the Assistant Finance Manager with charge card reconciliation and payment
- Assist the Assistant Finance Manager with the preparation of monthly BACS payments
- Assist the CFO with the monthly VAT return
- Record details of energy bill payments and related consumption
- Raise monthly sales invoices for each school as required
- Upload non-order invoices for processing as required
- Process / record ParentPay income as required
- Provide the CFO with accurate and timely financial information for management accounting and budget planning purposes, and reports to ELT / Trustees
- Work to the monthly (and annual) financial timetable provided by the Assistant Finance Manager and be responsible for reminding all Office Managers about deadlines
- Ensure that the Trust's financial policies / procedures and audit requirements are met at all times
- Check that all Trust invoices are processed against the correct accounting codes with correct VAT amounts
- Accurately update appropriate spreadsheets / records provided by the CFO / Assistant Finance Manager
- Ensure all necessary paperwork is scanned / filed as required by audit and to ensure an appropriate audit trail exists
- Liaise with the Assistant Finance Manager and Office Managers to resolve outstanding payment issues or missing payments to suppliers / contractors
- Assist Office Managers to review and clear outstanding orders as directed by the CFO / Assistant Finance Manager
- Assist the CFO with the review of aged creditor reports
- Cover duties and responsibilities of the Assistant Finance Manager during times of absence, where appropriate
- Ensure the efficient and effective operation of funding raising activities



- Monitor outstanding ParentPay payments and other debts and support Office Managers with progressing collection where appropriate

#### Other

- Attendance at staff and other work-related meetings
- Organise and manage own work with little or no input from others
- Carry out any other duties commensurate with the grade in order to ensure the smooth operation of the finance function
- Responsibility for promoting and safeguarding the welfare of children and young people the postholder may come into contact with
- Ensure all tasks are carried out with due regard to Health and Safety
- Actively promote the Trust's policies
- Take part in the Trust's staff development programme by participating in training and professional development activities
- Support the Trust's mission and ethos and encourage staff and pupils to follow this example
- Communicate and co-operate with persons or bodies outside of the Trust
- Follow agreed policies for communications within and outside of the Trust
- Awareness, understanding and commitment to equal opportunities



**Finance Assistant**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Identified</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Administration procedures or equivalent further/higher education qualification</li> <li>• Good literacy and numeracy skills demonstrated by GCSE grade C or equivalent in English and Maths</li> <li>• Use of finance systems and Microsoft</li> </ul>		Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant policies / codes of practice</li> <li>• Experience working in an office environment</li> <li>• Experience using IT based and data base systems</li> <li>• Experience in cash handling</li> <li>• Able to demonstrate financial process experience</li> <li>• An understanding of the requirements and demands of administration duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school or education setting</li> </ul>	Application Interview Assessment
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to identify own training and development needs and cooperate with means to address these</li> <li>• Effective use of IT packages</li> <li>• Competent use of administrative equipment / resources</li> </ul>		Application Interview Assessment

	<ul style="list-style-type: none"> <li>• Proven written, oral and communication skills</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills and the ability to work collaboratively as part of a team</li> <li>• Show initiative and shares good practice</li> <li>• Attention to detail</li> <li>• Self-management skills including the ability to plan and organise one's time effectively</li> <li>• A high level of personal integrity and flexible approach to responsibilities</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• An awareness, understanding and commitment to equal opportunities</li> <li>• An awareness and understanding of safeguarding procedures</li> </ul>		Interview