



**Coast and Vale Learning Trust**

**JOB DESCRIPTION**

<b>POST: Finance Assistant</b>	
GRADE: Grade F	POST REF:
RESPONSIBLE TO: Trust Finance Officer/Trust Financial Services Manager (TFSM)	
STAFF MANAGED: None	
<b>JOB PURPOSE:</b>	To support the Trust's Central Finance Function by providing a full range of finance administrative support to the Trust and its schools, working under the immediate supervision of the Finance Officer.
<b>JOB CONTEXT:</b>	<p>The post is required to work with the finances of the Trust, maintain accurate records, and ensure timely payments to suppliers/contractors. Working to support the senior members of the Finance Team to provide financial data and analysis to enable the Chief Executive Officer (CEO) and the Trustees to make effective resource deployment decisions</p> <p>This role is office based, but may require travel to and working at sites throughout the Trust.</p> <p>This Trust 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 Trust. 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.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• To support the Finance Officer/TFSM in the day to day operations of the department including purchase ledger, sales ledger and cashbook transactions</li> <li>• To ensure all relevant finance paperwork is completed and returned by deadlines.</li> <li>• To assist in the production of financial reports for the TFSM, detailing issues and recommendations</li> <li>• To support the TFSM in compiling statistics and monthly/annual returns, checking and analysing these return and raising any queries.</li> <li>• To support the Finance Officer to complete all Year End close down paperwork by the required deadlines.</li> <li>• To support the Finance Officer in preparing for Audit inspections</li> <li>• To support the Finance Officer in work with TFSM/COO on financial benchmarking, comparative statistical analysis and checks.</li> <li>• Undertake administrative duties as required</li> <li>• To ensure compliance with the Academy Trust Handbook &amp; Trust Finance Policy</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with staff and supplier/contractors under the direction of the Finance Officer.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide reports as requested to enable the TFSM to interpret the finance data and enable them to make effective resource deployment decisions</li> <li>• Advise other staff on financial procedures</li> </ul>
Partnership Working	<ul style="list-style-type: none"> <li>• Work with our educational or supplier partners to ensure compliance with financial procedures and regulations</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• To support the Finance Officer to manage the process of paying suppliers including reconciling orders, inputting invoices, cheque/BACs production and subsequent filing of invoices.</li> <li>• To support the Finance Officer to manage the process of invoicing customers, including reconciling orders, collating the necessary paperwork and collecting and allocating the receipts to regular reconciling of the sales accounts.</li> <li>• To support the Finance Officer to manage the process of validating and processing employee mileage and expense claims.</li> <li>• To support the Finance Officer with processing school credit card transactions and other month end procedures/reconciliations.</li> <li>• Attend staff meetings and training days</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• To manage an organised and effective filing and record system ensuring that this is auditable when required.</li> <li>• Maintain the Trust's financial system's</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own and team members understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust's Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	December 2024

## PERSON SPECIFICATION

### JOB TITLE: Finance Assistant Grade F

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of finances, including knowledge of accounting and financial procedures</li> <li>• Knowledge of administrative systems and IT packages, including Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Academy Trust Handbook</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a finance role/function</li> <li>• Experience of using databases/computerised accounts software</li> <li>• Experience of a purchase ledger function</li> <li>• Experience of a sales ledger function</li> <li>• Experience of working with Microsoft Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a finance role in a school/MAT environment</li> <li>• Experience of internal auditing</li> <li>• Experience of using financial systems and procedures</li> <li>• Experience of working with spreadsheets</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to manage an organised and effective record system</li> <li>• Analytical &amp; problem solving skills</li> <li>• ICT skills</li> <li>• Ability to use the keyboard with speed and accuracy</li> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational and time management skills</li> <li>• Ability to work as part of a team</li> <li>• Confidentiality</li> <li>• Good interpersonal skills</li> <li>• Ability to work without close supervision</li> <li>• Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing</li> <li>• Ability to adapt to changing circumstances</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 GCSE's (or equivalent) including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ with finance or AAT level qualification or experience within the finance sector at this level or above</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the Trust's policies and ethos</li> <li>• To be committed to Continual Professional Development</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process