

## JOB DESCRIPTION

**POST TITLE:** Finance Assistant

**LOCATION/BASED:** Trust Head Office

**GRADE:** N5

**RESPONSIBLE TO:** Deputy Director of Finance

### CORE PURPOSE:

The Finance Assistant will be responsible for providing effective and efficient financial support to all academies within the Trust.

The post will require regular liaison with a range of internal and external stakeholders.

### MAIN DUTIES & KEY RESPONSIBILITIES

1. Create purchase orders from department requisitions raised across the Trust ensuring the correct paperwork, authorisations and evidence is attached.
2. Process purchase invoices, credit notes, credit card transactions, staff and student reimbursements to the ledgers in a timely and accurate manner, ensuring all authorisations and approvals are in line with the Trusts policies and procedures.
3. Reconcile invoices to orders, supplier statements and ledgers.
4. Be the point of contact to liaise with staff based in the academies regarding purchasing and ad hoc queries and provide cover if required.
5. Maintain supplier records within the accounting system, including the set-up of new approved suppliers and amending any changes required on the purchasing ledgers and ensuring accuracy of supplier records.
6. Prepare suggested payment runs within agreed deadlines, checking associated paperwork for accuracy and compliance.
7. Assist budget holders with ad hoc requests for information.
8. Submit authorised mileage claim forms to payroll.

9. Raise sales invoices and credit notes and chase outstanding debts on a monthly basis.
10. Collect, record and reconcile all income received ensuring recorded and matched on ledgers in a timely and accurate manner.
11. Support the internal and external auditing processes.
12. Have responsibility of an academy credit or purchasing card, ensuring that the spend is monitored, reconciled and that compliance and approvals are in line with the Trust financial procedures.
13. Liaise with various internal and external stakeholders and ensure enquiries are dealt with to a high standard and in an accurate, professional and timely manner.
14. Take shared ownership of the finance email account.
15. Support other finance assistants with tasks appropriate to role.
16. Provide support to the wider finance team as required.
17. Actively and pro-actively contribute in the development and continuous improvement of the financial systems and procedures.
18. Provide a customer focused service, ensuring that effective and constructive working relations are developed and maintained.

## GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Promote the Trust's ethos and values to 'Create your future' and encourage high expectations and standards in finance.
4. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures, and evolves.
5. To develop and maintain effective relationships with all stakeholders.
6. Attend out of hours events as reasonably required.

7. Take responsibility for your own continuing professional development.
8. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
9. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

## OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It is important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

# PERSON SPECIFICATION

POST TITLE: Finance Assistant

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Working knowledge of ordering processes and managing purchase ledgers	✓	
Working knowledge of raising sales invoices and managing debtors ledgers	✓	
Capability to build strong, effective and constructive working relationships.	✓	
Effective and supportive team player	✓	
Excellent attention to detail	✓	
Ability to prioritise workload to meet deadlines without compromising on quality	✓	
Strong listening, verbal and written communication skills	✓	
Good numeracy and IT skills	✓	
Working knowledge of PS Financials		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Experience in a similar role or minimum of GCSE in accountancy	✓	
Working towards a formal accountancy qualification		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Using electronic finance systems for general bookkeeping, including raising orders, process invoices, purchase ledger and sales ledger processing	✓	
Academy Finance		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Flexible, adaptable and willing to meet the needs of the Trust	✓	
Good organisational and time management skills	✓ ✓	

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Proactive team player	✓	
Conscientious and self-motivated	✓	
Capacity for hard work and resilience	✓	
Positive approach to change and continuous improvement	✓	
Self-motivated and proactive in personal development		✓
A commitment to child protection and safeguarding	✓	
Interest and commitment to the Trust as a community		✓
<b>SPECIAL REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Willing and able to travel to any Academy within the Trust to attend and support meetings or events that are appropriate to the role	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check	✓	
Medical clearance	✓	
Minimum of 2 references, which are satisfactory to the Trust	✓	
Evidence of qualification certificates	✓	
Evidence of Right to work in the UK	✓	

*The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.*