

Job title:	Finance Assistant	Salary:	£21,000 - £23,000	Contract term:	Permanent Full time (40 hours per week) All year round, 52 weeks
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Responsible to:	Finance Manager	Responsible for:	N/A
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Mossbourne Federation

The Mossbourne Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Academy. The Mossbourne Federation has helped change students' lives.

The Mossbourne Federation comprises four academies, all within close proximity of each other:

- Mossbourne Community Academy (secondary school);
- Mossbourne Victoria Park Academy (secondary school);
- Mossbourne Parkside Academy (primary school); and
- Mossbourne Riverside Academy (primary school).

Across the four academies operates a Central Services Directorate which supports all the academies delivering services such as estates, facilities, security, ICT, and telecommunications management, together with corporate communications, human resource and finance functions.

Central Services

The Federation consists of four schools, two secondary sites and two primary sites. Two of these schools have full cohorts and the other two schools being new start-ups. One having only two year groups and the other school has only one class. It currently has an operating budget in excess of £18 million and staff of around 350 teaching and support personnel, with both income and staff figures set to increase as pupil numbers increase.

The work of the Finance function includes making appropriate budget bids to relevant funding bodies, helping to ensure the academy is appropriately funded, agreeing budgets for teaching and support functions within the Federation, monitoring expenditure, ensuring financial probity and the payment of invoices and expenses. The function also manages the payroll for all academy staff. The department also has responsibility for the production of statutory accounts and financial returns to the funding agency.

The Finance team comprises seven staff who work seamlessly with the HR team, particularly regarding pay and absence-related matters.

The Role

The post holder will work as a part of a close-knit multi-functional professional team, which has to operate flexibly to meet pressured and complex demands. The Finance Assistant will provide support for the finance function of the four schools within the Mossbourne Federation. The Federation has recently implemented a new finance system (PS Financials) and the Finance Assistant will be expected to play an active part in the rollout and effective use of the system across the Federation.

Key Accountabilities

- To ensure that all financial queries relating to orders, ParentPay, sales and purchase invoices are resolved promptly.
- To ensure that correct protocol is followed for the procurement of goods and services as well as for the reimbursement of staff expenses.
- To process purchase orders, staff expenses, purchase and sales invoices in a timely manner.
- To prepare payment of invoices to suppliers, ensuring the purchase ledger is kept up to date with all invoices and credit notes posted on a timely basis.
- Undertake bank reconciliations on a monthly basis
- Process any overdraft allowances for pupils which have been authorised by Heads of Year / SLT. To resolve queries from staff and pupils on ParentPay, including but not limited to processing refunds on ParentPay.
- Ensure receipts are correctly recorded and banked promptly.
- Maintenance of accounts filing system, suitable for audit purposes.
- To support colleagues across the Federation with training on placing orders for goods and services and subsequent receipting of same on the finance database.
- To process monthly credit card transactions generated by colleagues and train cardholders on compliance with regulations (e.g. receipts must be provided for all transactions).
- To support the Chief Operating Officer and Finance Manager with preparing clear and concise information for year-end. In addition, assist with resolving queries raised by auditors / Responsible Officer in areas overseen.
- To work diligently with colleagues within the team to ensure that service level agreements are achieved through the provision of a first class service.
- To adopt a flexible approach to working practices and to provide support in any area finance where business need arises, under the direction of the Finance Manager or Chief Operating Officer.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the Academy.

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
D	Studying towards an accounting qualification or Degree level qualification in accounting or related subject.	✓	✓	
E	A sound knowledge of accounts filing systems for audit purposes	✓	✓	
E	Experience of purchase ledger and accounts receivable.	✓	✓	
E	Knowledge of financial processes and regulations associated with general financial administration.	✓	✓	
E	Able to work as part of a team and to communicate effectively with wide range of internal and external partners.	✓	✓	
E	The ability to resolve financial issues relating to users.	✓	✓	
IT knowledge				
E	Good computing skills, particularly in Excel, and the ability to learn new software packages easily. Experience of using PS Financials Software	✓	✓	
E	Excellent written and oral communication skills and able to explain financial concepts to financial and non-financial audiences.	✓	✓	
Behavioural Competencies				
	Excellent organisation and time management skills.	✓	✓	
	Able to manage and work to deadlines whilst remaining calm under pressure.	✓	✓	
	Flexible and proactive in approach to work and in tasks undertaken.	✓	✓	
Applicable to all staff				
E	Undertake training as required to so in order to fulfil the requirements of the role	✓	✓	✓
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation	✓	✓	✓
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in	✓	✓	✓

	accordance with Mossbourne's initiatives and findings			
E	Recognise your role as part of the succession of Mossbourne	✓	✓	✓
E	Play an active role in terms of Safeguarding all students and adults	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.