

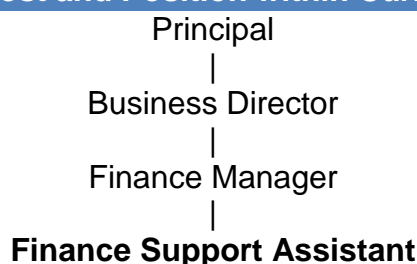
Job Description

Job Title:	Finance Support Assistant	Scale/Grade:	Grade 5
Department:	Finance	Terms of Employment:	Permanent/Part time (20 hours/41 weeks)

Job Purpose

To support the Finance Manager with all aspects of the school's finance and payroll (including Leisure Centre) in line with agreed budget levels of expenditure.

Designation of Post and Position within Curriculum Structure



Main Duties and Responsibilities

To support the administration of the school's finance processes, including payroll and pension, ensuring that financial regulations are followed at all times and to support the Business Director in maintaining and submitting statutory records.

Finance

- Invoice matching and purchase ledger BACS payments.
- Manage purchase ledger queries – internal and external.
- Administer petty cash and expenses in line with the school's financial procedure.
- To raise sales invoices on behalf of the school as directed, including monitoring and chasing payment as necessary.
- Posting of any school and Leisure Centre income, ensuring it is allocated appropriately.
- Perform weekly bank reconciliations.
- To support the Finance Manager and Business Director in preparing financial reports when required.
- To ensure full compliance with AET financial regulations, VAT guidance and Academies Financial Handbook.
- Uphold the financial standards and regulations agreed by the Governing Body.
- To support the Finance Manager throughout his/her work, including contributing to any financial developments identified by the school.
- Maintain and populate information onto the computer financial management systems with all financial actions through the year.
- Ensure work is completed within strict deadlines.
- Maintain and store financial records in line with statutory and academy requirements.

- Maintain the schools credit card expenditure and carry out monthly reconciliations.

Payroll

- Leisure Centre payroll – monthly checking and input of timesheets for casual staff.
- Ensure that the monthly payrolls are carried out efficiently, accurately and authorised appropriately.
- To respond to Leisure Centre staff payroll queried in a timely manner.
- To check payroll reports and ensure that all members of staff are provided with the correct remuneration for their contract and terms and conditions of employment.
- To process all payroll amendments and variations to employment contracts to meet payroll deadlines, including maternity, paternity, sick pay, unpaid leave, overtime and travel.
- To ensure that annual increments are administered efficiently.
- To process and administer all LGPS pension enquiries in conjunction with payroll.
- To inform payroll and pension provider of resignations and retirements.
- To administer all benefit and salary sacrifice schemes.
- Liaise with the payroll provider and support the Finance Manager with payroll issues.
- Support the main school payroll when required.

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive.
- There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title:	Finance Support Assistant
Department:	Finance

Key Criteria	Essential	Desirable
Qualifications and Training	GCSE (A*-C) or equivalent in Maths and English.	Recognised payroll/accountancy qualification. Recognised Finance qualification. First Aid qualification.
Experience	Experience within a finance role. Knowledge and experience of payroll/pensions administration. Understanding of accounting software. Good knowledge of Microsoft Office including Excel. Confident ICT user.	Financial experience within a school environment. Credit Control/Public Sector finance experience.
Personal Qualities	High organised with ability to work under pressure. Able to work confidentiality. Able to work independently and as part of team. Confident dealing with debtors and creditors including on the telephone.	
Other Work Requirements	Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and	

	<p>young people.</p> <p>Willingness to undertake appropriate school based training and development.</p> <p>Flexibility and self-motivation.</p> <p>This post is subject to a Disclosure and Barring Service Certificate, which will be sought for the successful candidate.</p>	
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