CMAT
Cambridge Meridian Academies Trust

Finance Assistant
JOB DESCRIPTION

Scale:
Hours: 37 hours per week (Monday to Friday – hours by agreement)
Weeks: Term Time plus 2 weeks
Responsible to: Finance Officer

ROLE
To assist the Finance Officer with the Trust's financial operations to ensure the support services provided enable the academies to meet their responsibilities and goals.

1. Finance Responsibilities:

Petty Cash
- Responsible for receiving petty cash claims.
- Under the guidance of the Finance Officer, distribute petty cash claims as and when required.

Accounting System Processing:
- Assist the Finance Officer to maintain accurate creditors' and debtors' accounts by: raising orders; processing invoices (including Barclaycard); processing banking receipts; and reconciling accounts to suppliers' and debtors' statements as and when required.
- Checking relevant deliveries and process goods received notes
- Scanning bar coded purchase invoices and relevant filing
- Ensure that the Trust's financial procedures are adhered to at all times, with particular reference to payment authorisations and ensuring that orders do not exceed Budget Holder's financial limits. Wherever possible, help Budget Holders to understand their budget, commitment and available spend positions.
- Ensure that Sales Ledger receipts are banked in a timely manner and accurately recorded against the correct account.
- Receive purchase requests from budget holders and process purchase orders.
- Responsible for selling goods through the school shop (if applicable) including maintaining stock levels..
- Responsible for calculating and journaling the monthly photocopying charges.
- Assist the Finance Officer to monitor income from lettings by ensuring that all invoices are raised as soon as possible. Receipts must be banked and entered in to PSF in a timely manner.
- Open and sort post.
- Undertake any other duties as deemed necessary by the Finance Officer.

2. Support for the School
- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in academy events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

Any other tasks, duties or services that may be reasonably requested.

3. Health and Safety
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

4. Continuing Professional Development

- Participate in an induction programme.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

The job description is subject to review and may be changed following consultation with the post holder.

Line management and appraisal of this post is undertaken by the Finance Officer . The job description detailed above conveys the position as at September 2016. Owing to the continual change currently being faced within all of the finance teams the detailed duties are subject to review and may be changed following consultation with the post holder. It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the Trust, at the Trust's expense.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.