

Heathside School

Job Description & Person Specification

Job Title	Finance Assistant	Grade	ELM5
Department	Finance	Hours	25 Mon-Fri
Reports To	Finance Manager	Weeks	39.4 (38.4 inc INSET Days and 1 week during holidays)

JOB PURPOSE

Provision of efficient and effective financial administration for ElmWey Learning Trust (ELT) and Heathside School, Weybridge (HSS) including maintenance of the Trust's accounting systems within statutory and regulatory framework and trust policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES

Finance and Accounts Payable

- Operate the trust's financial accounting and administration systems in accordance with ELT accounting procedures, and using the specified automated financial management systems and online payment systems to ensure that accurate records are maintained, that all expenditure delegated by the ELT to the school is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Finance Manager.
- Undertake a range of financial procedures including weekly bank reconciliation, banking cash.
- Open and sort finance post, recording and distributing invoices to budget holders for authorisation in accordance with trust finance policies and procedures
- Record financial transactions onto financial accounting system including orders, invoices, payments and petty cash, resolving issues and queries from requisitioners, approvers and Budget Holders, ensuring accurate coding and efficient processing and compliance with finance policies/procedures.
- Assist with checking deliveries against orders and invoices, querying and resolving discrepancies with budget holders and suppliers efficiently so as not to delay payment.
- Dealing with enquiries from parents, students and suppliers ensuring a prompt and helpful service.

Lettings Administration

- Respond to enquiries from general public, clubs associations and local councils regarding hiring of the premises, liaising with Site Manager and Business Manager as appropriate.
- Ensure appropriate documentation including lettings booking forms, calendars, safeguarding documentation and insurance is in place before issuing confirmation of booking.
- Raise invoices to hirers and ensure income is received within payment deadlines to protect against bad debt.

Administration

- Provide administrative support to Finance Office, Finance Manager, and Business Manager as required.
- Respond to queries from students, parents, staff and visitors, providing information as required.
- To maintain confidentiality at all times in respect of student and staff personal data ensuring safeguarding of students and staff at all times.
- Undertake general filing and photocopying as required.

Other

- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Follow requests from Senior Management in helpful and efficient manner.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Take responsibility for your own well-being;
- Participate in appropriate induction and staff training programmes including INSET days to support your own development and also where appropriate contribute to training and development of other trust staff including new staff.

- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

- Demonstrate a commitment to the trust's ethos and values in everything they do and avoid any action that may detrimental to the interests of the trust.
- Act with professional integrity at all times, following the staff Code of Conduct.
- Work collaboratively as a member of the trust and share good practice, resources and ideas and realise the trust's visions and aims. As a member of the Trust your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Utilise ICT and to improve communication and reduce paper use. Security and data protection procedures must be followed when using ICT systems and using personal data. You must ensure compliance and keep your knowledge up to date with current data protection legislation at all times.
- Follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Ensure all work is carried out in compliance with the trust's Health & Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Person Specification	Essential	Desirable	How Assessed
Experience Minimum of 2 years relevant work experience Working with people at all levels both internally and externally Delivery to tight deadlines Experience in using MIS and financial systems	E E E	D	App App/Int App/Int App/Int
Skills, knowledge and abilities Excellent organisational, interpersonal, and administrative skills Excellent written and oral communication and presentation skills Ability to manage own workload and prioritise tasks and work to deadlines Ability to work well under pressure Able to demonstrate decision making skills and to give advice Excellent IT and numeracy skills, e.g. Excel, Word, Financial software Meticulous attention to detail & able to produce accurate high-quality work Able to work on own initiative and under direction Able to evaluate learning needs & seek opportunities to address	E E E E E E E E		App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int/Ref App/Int
Qualifications and Training GCSE English and Maths A-C or equivalent Possess or working towards vocational accounting qualification	E	D	App App
Personal attributes Warm and friendly and good team player A clear communicator Flexible, efficient, methodical and highly organised Sensitivity and awareness of confidentiality requirements Self-motivated, willingness to go the extra mile, commitment to continuous improvement Committed and reliable	E E E E E E		Int/Ref App/Int App/Int Int Int/Ref Int/Ref

App = Application

Int = Interview/Test

Ref = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	

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