

Vision: Embedding & Sustaining

Excellence

2015 – 2020



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| Job Description: | Finance Assistant |
| Responsible to: | Finance Director |
| Current Postholder: |  |
| Signed: | Date: |

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| **Post Title:** | Finance Assistant |
| **Salary:** **Location:** | £15,000 - £16,000 (TTO)Trust Office |
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| **Trust Purpose and Values:**The Strategic Vision The strategic plan for The de Ferrers Trust over the next 3-5 years is to create a network of successful academies which will provide sustainable progress and attainment for all students. These academies will be the hubs of their communities to rejuvenate lifelong learning and provide a focus for family engagement. Ethos and ValuesAt each of our academies we will strive to inspire through the delivery of a 'World Class' education ensuring that every student achieves their potential. We aspire to be a beacon of excellence within the community we serve where everyone feels valued, included and proud. Our PRIDE values of Partnership, Respect, Integrity, Determination and Excellence are the foundations of our Trust and the community we serve.**Role Purpose**To work closely with the Director of Finance and the rest of the Business Support Team to support the financial and other administrative functions of the Trust.**Relationships**Finance DirectorTrust Finance TeamTrust Team**Main Duties and Responsibilities*** To support the day to day financial operations of the Trust, by supporting the academy Finance/Business teams in the following functions:
* Purchasing: to maintain supplier details, process orders, liaise with suppliers and staff over enquiries;
* Payments: to process invoices, prepare payments to suppliers (BACs and cheque), ensuring all invoices are accurately and promptly authorised and paid;
* Cash: to assist in ensuring safe collection and banking of cash;
* Bank accounts: ensure adequate operation and regular reconciliation of bank accounts;
* School trips: liaise with academy staff to ensure school trips are appropriately budgeted for, that this budget is reflected in the finance system and that it is met and assessed once the trip has occurred;
* Deal with queries from academy Finance/Business regarding on-line payments and cashless catering systems.
* To provide support and advice to budget holders and users of the Trusts finance system.
* To record additional hours and expense claims for all Trust central division staff on payroll system.
* To contribute to the development, implementation and monitoring of internal controls across the Trust.
* To assist in the continuing implementation (and development where applicable) of financial information systems to meet the changing needs of the academies within the Trust (their Principals, Leadership Teams and Local Governing Bodies) as well as the Trust Board of Directors.
* To assist in the on-boarding of Finance/Business teams of new academies joining the Trust.

**The postholder will be accountable to:**Finance Director |

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| **Special Features** * The postholder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive
* Be a professional role model, and understand and promote the aims and values of the Trust.

**Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Trust)**The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Trust’s objectives through:**Safeguarding*** Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

**Financial Management*** Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

**People Management*** To comply and engage with people management policies and processes;
* To contribute to the overall ethos/work/aims of the Trust;
* To establish constructive relationships and communicate with other agencies/professionals;
* To attend and participate in regular meetings;
* To participate in training and other learning activities and performance development as required;
* To recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities*** To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Health and Safety*** To ensure a work environment that protects peoples’ health and safety and that promotes welfare and which is in accordance with the Trust’s Health and Safety policy.
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| **Note 1**The contents of this job description will be reviewed with the postholder on an annual basis in line with the Trust’s appraisal and pay policy.  |

PERSON SPECIFICATION ~ FINANCE ASSISTANT

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| Qualifications |
| AAT intermediate, NVQ 3 Business and Administration or equivalent qualification, or experience in relevant discipline |
| **Experience and Knowledge** |
| Several years’ experience working in an office environment at a senior level. |
| Effective use of ICT and other specialist equipment.  |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. |
| Knowledge of Civica/PS Financials - Desirable |
| **Skills** |
| Very good ICT skills |
| Excellent communication skills |
| Good organisation skills |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. |
| Ability to organise, lead and motivate other staff |
| Ability to plan and develop systems |
| Ability to relate well to children and to adults. |
| Methodical with good attention to detail |
| Ability to prioritise effectively |
| **Personal Attributes** |
| Customer focused |
| Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect |
| Open, honest and an active listener |
| Takes responsibility and accountability |
| Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations |
| Is committed to the provision and improvement of quality service provision |
| Is adaptable to change/embraces and welcomes change |
| Acts with pace and urgency being energetic, enthusiastic and decisive |
| Communicates effectively |
| Has the ability to learn from experiences and challenges |
| Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. |

*Note 1:*

*In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:*

* *Motivation to work with children and young people.*
* *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
* *Emotional resilience in working with challenging behaviours and*
* *Attitudes to use of authority and maintaining discipline.*