



JOB DESCRIPTION

Finance Assistant

Status of Post

This is a new and important post and is an expansion of our finance team. The finance team is responsible for the school's overall finances, which includes the day-to-day financial operations with the Academy. You will be working with an experienced team at Langdon and will also work with members of the Trust's financial team, who are based at Brampton Manor Academy.

The Role

The following lists are not exhaustive but serve as an indication of what the role encompasses.

The Finance Assistant will be responsible for:

- Support in maintaining financial records and filing systems, ensuring they are ready for audit;
- Carryout processing of authorised purchase orders, receive delivered goods and prepare invoices for payment;
- Assist to managing the receiving, recording and safekeeping of all cash income;
- Work with the finance team to make sure that invoices for services are raised promptly and receipt of income monitored;
- Take responsibility to order and maintain school supplies and liaise with the relevant staff to ensure supplies are stored and distributed;
- Assist with the reconciliation of schools' bank accounts, credit card statements and financial ledgers;
- Assist with the administration of cashless system used in the School;
- Work closely with the Finance Team within the Academy and the Trust to ensure the continuing financial stability of the school, supporting in driving forward finance change and initiatives which promote regularity, propriety, value for money and best standards;
- Engage with the team to share best practice
- Assist with general administrative tasks as appropriate
- Any other tasks as required.

Reporting to:

- The School Business Manager or the Deputy School Business Manager as required.

Safeguarding Responsibilities

- Promote and safeguard the safety and welfare of children and young people;
- Support the development of collaborative approaches to learning within the school and beyond;
- Support the induction of staff new to the school;
- To ensure that staff appraisal is carried out effectively by quality assuring the process.

Pre-Employment Checks

- Completion of a satisfactory Disclosure and Barring Service (DBS) check;
- A qualification check;
- At least two satisfactory references. One must be from your current, or most recent employer (for school based candidates, one must be from the head teacher);
- Online searches for shortlisted candidates (as advised by Keeping Children Safe in Education 2022);
- A medical questionnaire.

Personal Characteristics

- To contribute to the day-to-day operations of the Academy;
- Works productively in a high pressure environment;
- Listens well, communicates clearly and fluently;
- Works in a systematic, methodical and orderly way;
- Manages time effectively;
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure;
- Have high standards and a keen eye for detail;
- Keen to learn and further develop own skills;
- Exercises sound judgment, especially relating to confidentiality and discretion;
- Excellent interpersonal skills with children and adults;

Other

- To contribute to the day-to-day operations of the Academy;
- To promote the Academy's values and ethos;
- To promote actively the Academy's policies;
- To comply with the Academy's Health & Safety Policy and undertake risk assessments as appropriate;
- To attend relevant meetings as directed by leaders;
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- Commitment to equality of opportunity and the safeguarding and welfare of all students;
- Willingness to undertake training;
- This post is subject to an enhanced DBS check;
- This job description does not form part of the employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Brampton Manor Trust is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification for Finance Assistant

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• GCSE (or equivalent) in English and maths;• Educated to A-Level, preferably in a related subject (desirable).
Experience	<ul style="list-style-type: none">• Preferably with previous experience working within a finance team;• Building relationships with stakeholders;• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality;• Demonstrable evidence of developing and implementing strategies in a previous setting.
Skills and knowledge	<ul style="list-style-type: none">• An understanding of financial systems and procedures;• Working and communicating effectively with relevant stakeholders;• Awareness of local and national agencies that provide support for children and their families;• Excellent record keeping skills and attention to detail;• Excellent ICT skills;• Effective communication and interpersonal skills;• Ability to build effective working relationships with staff and other stakeholders.

Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children; • Uphold and promote the ethos and values of the school; • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school; • Ability to work under pressure and prioritise effectively; • Maintain confidentiality at all times; • Commitment to equality.
---------------------------	---

Person specification for working at Langdon Academy

Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.