



## **Finance Assistant**

**QEGSMAT, Ashbourne**

**37 hours per week, 52 weeks per year**

**1 x Permanent position and 1 x Maternity cover**

**Scale 4 £22,369 - £24,054 FTE**

QEGSMAT is seeking to appoint two Finance Assistants. One post is permanent and the other is fixed term covering a maternity absence.

This is an exciting opportunity to join a growing and forward-thinking education trust, currently of 7 academies, in Derbyshire, Derby City and Staffordshire. Our aim is to ensure all our young people achieve the very best outcomes and leave education well prepared for the next steps in their lives based upon the principles of **Question; Explore; Give; Succeed**.

The successful candidate will join our central team based in Ashbourne, Derbyshire, and be responsible for processing financial transactions, ensuring strong financial management, and ensuring that resources are used efficiently to improve outcomes for all the young people in our schools.

The post holder will be dynamic, have good communication skills, be highly organised and have a proven ability to work under pressure and respond to deadlines.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of currently 22.7%.
- 22 days holiday rising to 25 days after five years' service.
- An extra 4 days' leave (known as extra statutory and concessionary).
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.gegsmat.com/documents/safeguarding>

If you have any questions or would like an informal discussion about the role, please contact Valerie Bostock, Head of Finance at [bostock@gegsmat.com](mailto:bostock@gegsmat.com)

If you wish to apply for this role please visit <https://www.gegsmat.com/current-vacancies/> where you can apply via TES.

<b>Closing date for applications:</b>	<b>11<sup>th</sup> December 2022</b>
<b>Provisional Interview date:</b>	<b>w/c 19<sup>th</sup> December 2022</b>
<b>Salary:</b>	<b>Scale 4 £22,369 - £24,054 FTE</b>
<b>Start Date:</b>	<b>Immediate start for permanent post</b>
	<b>Provisionally 27<sup>th</sup> February 2023 for the Maternity Cover</b>



## **JOB DESCRIPTION**

**Post Title:** Finance Assistant

**Responsible to:** Finance Officer

**Scale:** Scale 4

**Weekly Hours:** 37

**Weeks Per Annum:** 52

**Post Objectives:** To assist in the provision of a consolidated finance function to the Academy Trust by undertaking a range of financial, administrative and clerical duties, in accordance with the Trust's internal control framework.

### **DUTIES AND RESPONSIBILITIES**

- Contribute to the development of a strong internal control framework to keep the Trust's cash and other assets safe and secure;
- Ensure consistent implementation of the internal financial control framework and other financial policies and procedures across the Trust;
- Process purchase and sales orders;
- Process purchase invoices, ensuring payments are made in a timely manner;
- Maintain the Trust's database of approved suppliers;
- Maintain the Trust's purchase and sales ledgers, nominal accounts and cash book;
- Provide support and guidance on the Trust's on-line payments system;
- Assist with processing staff expense claims, claims for additional hours and absence returns in a timely manner;
- Assist with maintaining an accurate register of fixed assets and inventory;
- Prepare BACs payment runs and cheques for signature as required;
- Assist with the recording and reconciling of monies received for trips, other activities and sales;
- Keep incoming cash and cheques safe and secure, and bank all monies received by the central team a timely manner;

- Keep all records up to date for internal and external inspection, and co-operate with internal and external auditors and other regulatory bodies;
- Assist with the procurement of goods and/or services to ensure the Trust achieves high value for money;
- Manage the central team's stationery stocks;
- Assist with the management of fund accounts, delegated budgets, printing, journals, provide reports as required and report any concerns to the Head of Finance;
- Deal with routine enquiries;
- Produce letters and reports, and collate information as required;
- Provide general administrative support
- Ensure all financial records are filed and securely archived in accordance with legislative requirements;
- Assist with the monthly payroll verification, in liaison with the Trust's payroll provider and the Head of Finance; and
- Support Trust events as required.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Keeping Children Safe in Education;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's Appraisal Policy and professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## **Person Specification - Finance Assistant**

	Essential	Desirable
<b>Qualifications and experience</b>	<p>NVQ level 3 qualification (or equivalent)</p> <p>Good standard of practical knowledge, skills and experience of finance-related work</p> <p>High level of ICT skills and experience of all Microsoft Office Suite applications</p>	<p>Willingness to undertake an accountancy qualification such as AAT</p> <p>A minimum of 1 years' experience in finance-related work</p> <p>Previous administrative work experience within a school/college environment</p>
<b>Knowledge and understanding</b>	<p>Knowledge of accounting systems, manual and computerised</p> <p>Purchase order systems</p> <p>Good working knowledge of spreadsheets and databases</p>	<p>Experience of working in finance environment</p> <p>Experience of working in an educational establishment</p>
<b>Skills</b>	<p>Excellent numeracy &amp; literacy skills</p> <p>Self-motivated and able to work constructively as part of a team and on own initiative</p> <p>Meticulous</p> <p>Honest and reliable</p> <p>Good organisational skills</p> <p>Ability to work to deadlines and methodical approach to working under pressure</p>	

	Professional & friendly approach - comfortable with young people  Professional, tactful, confidential	
<b>Personal characteristics</b>	Ability to work flexibly in order to meet the demands of the job at particular times of the year.  Enthusiastic, hardworking and assertive  Excellent attendance and timekeeping record  Flexible and adaptable  Meet deadlines and respond to unplanned situations  Self-motivating with the ability to multi task  Commitment to the highest standards of child protection  Recognition of the importance of personal responsibility for Health & Safety	Desire to enhance and develop skills and knowledge through Continuous Professional Development

This job description and person specification gives an accurate representation of the duties and responsibilities of the post holder:

	Name	Signature	Date
Employee			
Line Manager			