



# Bohunt Education Trust (BET)

## Job Description

<b>Post Title:</b>	<b>Finance Assistant – School Based</b>
<b>Purpose:</b>	Day-to-day management of income and expenditure – including: Purchasing and Banking. Management of all other finance and administrative tasks as identified within the role profile.
<b>Reporting to:</b>	Head of School (directly) and (indirectly) BET Finance Manager
<b>Liaising with:</b>	Teachers, Support staff, Suppliers, Parents, Trust staff

<b>MAIN (CORE) DUTIES</b>	
<b>School Trips</b>	<ul style="list-style-type: none"> <li>● Maintain records relating to school trips – using Private Fund Manager (PFM) to reconcile every trip.</li> <li>● Assist Trip Leaders with budget preparation</li> <li>● Set trips up online for parents to pay via BACS, reconciling to the private fund Lloyds bank account regularly</li> <li>● Process invoices in PFM/Tucasi and PSF for trip related expenditure</li> <li>● Process refund payment runs and Travellink currency requests within Lloyds</li> <li>● Liaise with Trip Leaders in a pro-active way to ensure currency orders are placed in a timely manner and Trip bookings are completed in good time</li> <li>● Carry out regular bank reconciliations for the Private Fund Lloyds account</li> <li>● Review outstanding payments for trips and chase as necessary</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Purchase Order Requests – determine if budget is available to cover costs (may refuse order)</li> <li>● If budget is available, process Purchase orders and match GRNs within Sage Intacct</li> <li>● Ensure all Purchase Invoices are sent to BET Central Support in a timely manner</li> <li>● Refer suppliers to Central Support for payment demands/queries</li> <li>● Liaise with budget holders and Suppliers regarding return of unwanted goods</li> <li>● Receipt and bank all cash in a timely manner, ensuring cash security at all times.</li> <li>● Issue cash floats when required, ensuring correct authorisations are followed.</li> <li>● Liaise and negotiate with suppliers to obtain best value.</li> <li>● Liaise with Central Support to raise non lettings sales invoices within Sage Intacct.</li> <li>● Administer all lettings activity on SchoolHire.</li> <li>● Review debtors at least monthly and chase as appropriate.</li> <li>● Any other reasonable finance related regular or ad hoc tasks.</li> </ul>
<b>Management of information</b>	<ul style="list-style-type: none"> <li>● Maintain Spreadsheet databases, both of financial and other information.</li> <li>● Ensure Data Protection requirements are met and annual housekeeping takes place.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>● Assisting the Trust Finance Department in ensuring compliance for annual audits.</li> <li>● Ensuring compliance with the financial requirements of the Academies Handbook, EFA regulations, HMRC and Charities Commission.</li> <li>● Supporting the Internal Audit Committee if requested.</li> <li>● Ensuring principles of best value are adhered to.</li> </ul>

<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>● Skilled at organising &amp; prioritising workload to meet deadlines (E)</li> <li>● Ability to develop an effective and efficient administrative system (E)</li> <li>● Sound understanding of the fundamentals of double entry bookkeeping and account reconciliation (E)</li> <li>● Attention to detail and accuracy (E)</li> <li>● Analytical approach (E)</li> </ul>
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- Competency with Excel, Word and Outlook (E)
- Flexible attitude and willingness to contribute constructively towards the Team (E)
- Tenacity (E)
- Good working knowledge of Sage Intacct (D)

#### Other Specific Duties

- Undertake other administrative duties to support the Central Support team.
- To play a full part in the life of The Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's policies.
- To undertake any other reasonable duties as directed by the Headteacher or Chief Financial Officer.
- To continue personal professional development.
- To comply with The Trust's Health and Safety Policy and undertake risk assessments as appropriate.
- To comply with The Trust's procedures concerning safeguarding and to ensure that training is accessed.

This is a key post within a growing and ambitious MAT and the post holder will have access to all professional development appropriate to the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and a flexible attitude to work is essential to succeed

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.