



<b>Job Title:</b>	Finance Assistant
<b>Job Family:</b>	Administration and Business Management
<b>Line Manager:</b>	Finance Manager
<b>Hours:</b>	37.5 hours per week, 52 weeks per year.

### **Job Purpose:**

To support the effective and efficient running of the Academy's finance and facilities functions, by providing a range of administrative services. The Academy Finance Assistant will aid and improve the organisation by responding to the needs of the departments and the operational day to day running of the school by being a key member of the finance and facilities teams. To promote the highest standards of achievement in all aspects of service delivery related to the role within the Academy.

### **Responsibilities:**

#### **Finance**

- Co-ordinate the stock and delivery of goods and supplies, to ensure that the school obtains the best possible value or money from suppliers and contractors.
- To ensure accurate and timely processing of orders using UL software.
- To ensure compliance with school policies, procedures, and finance legislation takes place.
- To process invoices for payment.
- To liaise with suppliers regarding payments and statements.
- Ensure budget holders comply with appropriate financial regulations.
- Assist the Business Manager and Finance Manager as required on all financial matters.
- To assist with the annual finance and asset register audits.
- Production of accurate and timely reports at month end for the Business Manager, Finance Manager and Heads of Department/Budget Holders.
- Maintenance and storage of all financial records within financial regulations.

#### **Lettings**

To coordinate the lettings provision within the academy, this is to include;

- To manage new enquiries and facilitate viewing of the school facilities from potential hirers.
- To manage the school lettings booking system.
- To liaise and set up bookings with Hirers following School procedures and communicating information to the Site Team
- To set up and regularly revise the administration of bookings
- Invoicing for hire of facilities and collection of payment, raising queries and chasing outstanding monies. Repayment of deposits when due
- Reconciliations for all transactions including lettings deposit
- To set up and update the bookings diary
- To provide analysis of bookings/costs as necessary for the School Business Manager
- To ensure all required paperwork for lettings is up to date and compliant with our school lettings policy.



## Health and Safety

- To provide administrative support in relation to health and safety within the academy, this is to include;
  - To provide administrative support in the collating of health & safety documentation. This can include but is not limited to:
    - Risk Assessments.
    - DSE Assessments.
    - PEEP Assessments.
    - COSHH Assessments.
  - To be a member of the school's health and safety committee
  - To collate minutes of the schools health and safety meetings

## General

- To provide administrative and organisational support to the academy including, collating, record keeping, letters, reports and school diary management and other general admin requests that may incorporate the use of Word, Excel, and school system.
- To provide cover for the main reception when required. This may include lone working.
- Undertake relevant training to enhance personal development, using the knowledge to benefit the Academy.
- Always maintain confidentiality in respect of Academy-related matters and prevent disclosure of confidential or sensitive information.
- To provide first aid support within the academy, (if you are not first aid trained, this will be provided by the academy).
- To undertake any other reasonable duties as requested by the Principal, SLT or line manager.

## Links:

- To work with school leaders and your line manager to ensure technical needs are met.
- To maintain good communications and working relationships with staff at all levels, ensuring their technical service needs are met promptly and efficiently.
- To attend United Learning, Academy, and team meetings, CPD and professional development as required.

## Other:

- To have due regard for safeguarding and promoting the welfare of students and to follow the child protection procedures adopted by United Learning and the Academy's safeguarding policy.
- The post holder may be required to work outside of normal academy hours on occasions with due notice.
- To take part in the Academy's staff development program by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas
- To attend departmental meetings as necessary.
- To work as a member of a designated team and to contribute positively to effective working relationships within the Academy.

***The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***



## PERSON SPECIFICATION

### Essential:

- Excellent IT skills especially in Excel and Word
- Very numerate with exceptional attention to detail in all work produced
- Demonstrated ability to use own initiative
- Ability to work independently in a fast paced environment
- Very well organised, methodical and accurate with the ability to work under pressure
- A positive outlook and a “can do” approach; show initiative and a willingness and ability to work as part of a team
- Good customer care skills when dealing face to face and over the telephone with students, parents, staff and customers
- Excellent communication skills, written and verbal
- Present the school in a professional, courteous, friendly and business-like manner
- Smart and presentable with excellent attendance and punctuality
- A strong desire to develop own skills and to support others in developing their skills
- Committed to student welfare and safeguarding principles of the school

### Desirable:

- current and/or previous experience of successful work in a school or college
- experience of using Arbor or similar, SIMS, or Access Education
- Previous experience in a finance related role