Think Differently Education Trust
Bell Barn Road
Birmingham, B15 2AF
CEO: Hardip Bissell

JOB DESCRIPTION

Job Title: Finance Assistant

Grade: 2 (SCP 11 – 19)

Purpose of Job Role:
To support the effective day to day operation of the Trust's finance function by providing accurate, timely and well-organised financial administration across core transactional processes.

To assist with the maintenance of the Trust's finance system and electronic records, processing purchase orders and supplier invoices, posting transactions, contract register maintenance, monthly monitoring and support for month end and year end routines.

The postholder will be expected to follow Trust policies and financial procedures, communicate professionally with staff, suppliers and other stakeholders, maintain accurate records and take increasing responsibility for their own learning and development.

Duties and Responsibilities:

- Process purchase orders and support staff with the Trust's purchasing procedures, ensuring requisitions are completed accurately and in line with financial procedures.
- Process supplier invoices accurately and promptly, matching invoices to purchase orders and supporting documentation where required.
- Reconcile supplier statements, investigate discrepancies and liaise with suppliers or colleagues to resolve queries.
- Maintain accurate supplier and customer records on the finance system, supporting good data quality and audit compliance.
- Assist with maintaining the Trust's contracts register, including recording key information and supporting the review of recurring commitments.
- Process purchase card journals, ensuring transactions are coded correctly and supported by appropriate records.
- Prepare sales invoices and support the accurate recording of income due to the Trust.
- Prepare BACS payment runs for the Finance Manager
- Support debtor management by preparing debtor information, monitoring outstanding balances and following up payments in a professional manner.
- Post bank transactions and assist with bank related record keeping and reconciliations as required.
- Assist with updating monthly monitoring information and producing routine reports for the finance team, budget holders or auditors.
- Support administrative staff with payment processes using Arbor Pay and help resolve routine system or payment queries.
- Manage the finance team mailbox, including responding to routine queries from suppliers, customers and staff, using clear, professional and courteous communication.
- Support month end and year end finance processes, including maintaining records, preparing information and assisting with audit requirements.
- Use finance systems, spreadsheets and electronic records safely, accurately and in line with Trust procedures and data protection requirements.
- Participate fully in apprenticeship training, supervision and personal development activities, applying learning to the role and taking responsibility for developing finance skills and professional behaviours.

- Undertake other duties commensurate with the grade and apprenticeship role, as reasonably required by the line manager.

Training and Development

The Trust is committed to supporting the postholder to successfully complete AAT. This will include access to structured training, one day per week for college attendance and learning, regular supervision and opportunities to apply learning within the finance function.

The Trust will provide practical workplace experience across a range of finance processes to help the postholder build confidence, accuracy, professional judgement and the develop behaviours expected in an academy trust finance role.

The postholder will be expected to participate fully in all professional development activities, attend required training sessions, complete assessments and maintain evidence of learning and development.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, and reprimands whilst in employment as soon as it is practically possible.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements, with specific reference to obtaining access to resources and attending any relevant or refresher training courses i.e. DSL refreshers.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at any other sites within the school, as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To perform other such duties as the line manager, Chief Executive Officer/Principal may from time to time determine.

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New post holders are also consenting to annually renew their Update Service subscription.

Think Differently Education Trust
Bell Barn Road
Birmingham, B15 2AF
CEO: Hardip Bissell

Team/s: Corporate Services – Finance Team
Responsible to: Finance Manager
Responsible for: NA

Job description issued after consultation

Signature of the CEO……..……

Date .....

Copy received by

Signature of the Post holder……..……

Date ……