

JOB DESCRIPTION

FINANCE ASSISTANT

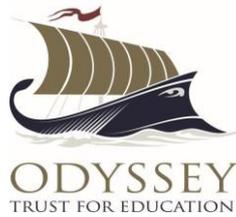
Post Title:	Finance Assistant	
Department:	Finances	Grade: BEX5 £22,185-£22,587 (pro rata to £20,459 - £20,830) 36 hrs/Term Time only plus inset plus 3 weeks
Responsible to:	Finance Manager	
Responsible for:	N/A	
Functional links with:	Headteacher, Deputy Headteacher, Head's PA, Finance, other Staff, Students, Parents, Governors, Other agencies	
Main Purpose of the role	To process financial transactions for the Trust, adhering to the Trust's Financial Regulations and Scheme of Delegation.	

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post.

SIGNED _____

PRINT NAME _____

DATED _____



Key Responsibilities

Ordering

- To raise purchase orders on the PS Financials system.
- To liaise with budget managers regarding any queries with orders.

Payments

- To process invoices on the PS Financials system, ensuring that they are coded accurately and authorised in line with the Trust's scheme of delegation.
- To generate payment runs via BACS, and upload to the online banking system
- To liaise with suppliers and resolve any queries.
- To manage the purchase ledger, including monthly analysis of the aged creditor reports.
- To reconcile the Trust purchase card on a monthly basis and update the purchase ledger accordingly.

Income

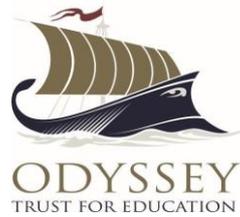
- To code grant and other income on the finance system promptly on receipt of remittance
- To ensure that income received via the parent portal is recorded on the finance system in a timely manner
- To manage the sales ledger and debt recovery function, including monthly analysis of the aged debtors report
- To take steps to recover unpaid debts through timely reminders by email and telephone
- To raise sales invoices for other activities undertaken by the Trust or its academies
- Monitor the schools' electronic payment collection systems and process payments and refunds on the system.

School Trips

- To liaise with trip organisers to ensure that trips are properly costed in accordance with the Trust's Educational Visits Policy and Charging and Remissions Policy.
- To update the online payments system to enable parents to pay for school trips, voluntary donations and any other parental contribution requests
- On completion of a school trip, to prepare a summary of income and expenditure for the trip for signing off by the lead teacher.
- To liaise with the lead teacher and the Finance Manager regarding any trip shortfall, ensuring that shortfalls are charged to the appropriate teaching or other department.

General

- Contribute to the evaluation and development of financial systems and procedures.
- Any other duties as requested by the Chief Finance Officer or Finance Manager, commensurate with the grade of the post at your initial place of work or at any other Trust site.



Person Specification:

	Essential	Desirable
1. Experience	Experience working in a finance capacity in another organisation	Experience of working in finance within an educational setting
2. Documentation	<ul style="list-style-type: none"> Enhanced DBS and validated references Eligibility to work in the UK 	
3. Qualifications	A*-C GCSEs or equivalent in English and Maths	<ul style="list-style-type: none"> Educated to A level or equivalent. Accounting qualification such as AAT
4. Skills	<ul style="list-style-type: none"> Good communication, organisational and interpersonal skills Ability to work effectively with others Ability to meet deadlines and work under pressure Ability to be work independently High level of ICT competence in Microsoft word and excel 	<ul style="list-style-type: none"> Strong analytical skills
5. Disposition	<ul style="list-style-type: none"> Polite and confident disposition in communications with staff and students A helpful 'can-do' attitude A 'team player' A sense of humour 	