**JOB DESCRIPTION**

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**JOB HOLDER:**

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**JOB TITLE:** Finance Assistant

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**GRADE:**  Band 7

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**WORKING PATTERN:** 5 days per week, 37 Hours (TTO plus 10 days)

**LOCATION:**  The English Martyrs School and Sixth Form College

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**REPORTS TO:** Director of Finance and Corporate Services

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**MAIN PURPOSE OF JOB:**

* To be responsible to the Director of Finance/School Business Manager for assisting in the co-ordination and the provision of effective, efficient and customer focused, operational financial services across the Holy Family Trust.
* To assist the Director of Finance in developing policy and practice to support the schools key aims and values.
* To ensure compliance with internal policy, external legislation and statutory requirements.
* Taking a pro-active lead or contributing effective support to particular initiatives, projects and services as appropriate.
* To deliver financial services in an efficient, timely and effective manner.
* To support the Trust in the maintenance of the schools finance systems to ensure it is fully compliant with the Academies Financial Handbook.

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## SPECIFIC RESPONSIBILITIES

1. To undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues.
2. Monitor monthly budgets and highlight variances to senior staff.
3. Collate and record monies from pupils, parents and carers.
4. Undertake reconciliations, for example, bank accounts, petty cash and of the purchase ledger control account.
5. Process travel and subsistence claims.
6. Assist with the design and implementation of the school’s financial procedures and systems.
7. Assist with the preparation of annual budget and financial plans.
8. Maintain and update the school’s accounting systems.
9. Undertake detailed monitoring of monthly expenditure, identifying and reporting on the reason for an implication of variances and any recommendations.
10. Produce financial analysis and reports, including liaising and reporting to the Local Authority.
11. Process orders and goods receipt notes ensuring correct financial control is applied.
12. Adhere to financial regulations and audit requirements and advising on the application of these.

1. Support the finance operation of the debtors system including the recovery of unpaid sums.
2. Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
3. Produce regular financial reports for budget holder and appropriate staff as and when required.
4. Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters such as non-payment of invoices.
5. Participate in the schools performance management cycle and undertake associated and relevant training identified.
6. Undertake relevant administrative support for the trust.
7. Promote and contribute to the schools ethos.
8. Comply and promote the schools safeguarding policy and procedure in addition to the safeguarding responsibilities with the scope of the role ensuring the safety and security of children and vulnerable adults.
9. To respect the confidential nature of the work and protect personal information in accordance with Data Protection regulations and policies in place.
10. Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Director of Finance.