**Job Description**

**Job Title: Finance Assistant**

**Scale: B3 (£18,070-£20,138)**

(Actual starting salary £13,862 - £15,449)

**Hours: 32.5 hours per week, term time only plus 10 days**

**Responsible to: Principal’s PA**

**Job Purpose**

The main aim of the post is to ensure the financial and administrative procedures are adhered to in the processing of all financial information.

**Responsibilities**

* Ensure the integrity of The Morley Academy’s financial management systems.
* Manage the School Fund: Processing petty cash claims, updating fund owners on balances and ensuring funds are reviewed and closed down in a timely manner. Paperwork audit trail in place to track changes.
* Administration of the academy’s Supporting Achievement Fund.
* Work with the Financial Controller to ensure ParentPay and School Funds are aligned.
* Supporting TGAT Finance and the Principal with the annual Department Improvement Planning process.
* Provide balances and details of departmental budgets when requested in person or by email.
* Encourage budget owner review of school fund and capitation budgets promoting financial responsibility across the teaching and support teams.
* To ensure all monies and cheques are banked on a regular basis.
* To ensure all insurance claims are processed with Zurich.
* To ensure all petty cash transactions are appropriately authorised and receipted. Ensure all reimbursement claims are authorised and submitted on a timely basis and to replenish and balance the petty cash.
* Ensuring all cash and banking bags are locked in the safe each night.
* To ensure prompt payment of invoices in line with payment terms.
* To ensure appropriate sales invoices are raised for all income due to the school.
* Process inter departmental journals ensuring the expenditure and income is charged to the correct departmental budget or nominal code.
* Issue of Temporary Event Notices as and when required.
* Maintain the Finance Office copy of the school inventory.
* Make payments by cheque/purchasing card as required.
* Supervise and record the issue of the school purchasing card to staff members, ensuring that receipts are provided and authorised for any purchases.
* To ensure all income and expenditure is adequately documented and supported by relevant invoicing/paperwork.
* To supervise the B1 Finance Administrator in respect of any financial administrative duties they may undertake.
* Undertake any duties, consistent with this position assigned by the Principal.

**Shared responsibilities with B1 Finance Team Administrator**

**B3 responsible for:**

* To ensure daily catering income is reconciled, necessary paperwork complete, and monies are banked.
* Reconciliation of the purchasing card.
* To raise official purchase orders prior to the procurement of goods or services in line with the Trust’s financial regulations, ensuring coding is correct in line with consistent financial reporting.
* To reconcile orders to delivery notes and invoices prior to payment.
* To check statements from suppliers ensuring all outstanding invoices are paid.
* Liaise and deal with the security company regarding the collection of cash/cheques on a once weekly frequency.
* To ensure all petty cash transactions are appropriately authorised and receipted. Ensure all reimbursement claims are prepared, authorised and submitted on a timely basis and to replenish and balance the petty cash.
* To ensure all school fund income is receipted, stored and processed within financial guidelines.
* Complete weekly ParentPay Settlement process – data gathering and formatting.
* Collate and control the school purchasing card receipts so as all transactions are available to reconcile against the monthly statement.
* Administration of the academy’s Supporting Achievement Fund.

**Person Specification**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal skills * Excellent organisational skills * Undertake financial administration (banking/safe) * Basic accounting skills * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach and ability to work on own initiative as well as part of a busy administration team | * Experience of working in a school * Experience of SIMs database * Experience of banking | * Letter of application * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure * Co-operative, willing, reliable and trustworthy * Ability to work on own and part of a team * Friendly, calm, and unruffled disposition | * Experience of working with young people * Highly motivated | * Letter of application * Interview |
| Special Working Conditions | * On occasions work outside normal office hours * No smoking environment |  |  |

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.