

**JOB DESCRIPTION**

**FINANCE ASSISTANT**

**Reporting to the Director of Finance**

**Accountable to the Finance Director**

This job description may be amended at any time following discussion between the Principal and the member of staff and will be reviewed annually as part of the Performance Management process.

**General Description of Post**

The sponsors' vision, ethos and Christian values will underpin the day-to-day and long-term running of the Academy. Each post-holder must be committed to the sponsors' principles and values of honesty, respect, compassion, love, forgiveness, self-discipline, creativity and hope.

The holder of this post is expected to carry out the duties of the Finance Assistant as described below, as circumstances may require and in accordance with the Academy’s policies under the direction of the Principal.

The Finance Officer will be a member of a multi-disciplinary team, under the leadership of the Finance Director. In co-operation with the line manager and under the agreed educational plan, the post-holder will support the Academy Strategic Plan. In undertaking this job the post-holder will maintain the skills and competencies described within the job description.

**Relationships**

The post-holder is accountable to their line manager.

**Job Purpose**

To assist the Finance Director and the Finance Department.

**Main Duties and Responsibilities – Key Accountabilities:**

* Managing the Booking, Billing and Collection Process for Wrap Around Care in the Primary School of the Academy including:
* Managing the Bookings Process for the Wrap Around Care in the Primary which drives the billing process.
* Issuing of Sales Invoices, checking for accuracy and distributing to customers.
* Implementation of debt collection procedures through, including referral to a debt collection agency if appropriate.
* Carrying out a monthly reconciliation of the debtors’ ledger to the Booking System and the Cash Book.
* Processing of all Academy income (cheques and cash) and banking of same.
* Maintaining the Academy’s Asset Register and ensuring that this reconciles to both the accounting records as well as physical verification. To ensure the safeguarding of all Academy assets.
* Maintaining a detailed record of non-invoiced income relating to School Trips etc. Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments.
* Recording of school credit card transactions, assistance to staff using the credit card, reconciliation of statement.
* Calculation of internal recharging to departments (eg reprographics) and processing of subsequent journals.
* Submitting details of required Payroll deductions to the Payroll provider.
* Checking monthly payroll (or processing in the absence of Finance Director), ensuring corrections have been made by the payroll contractor.
* Liaising with Teachers’ Pensions and the Local Authority in submitting required Returns as well as addressing and responding to queries in relation to specific staff.
* Assist with month end procedures including bank and other reconciliations and posting of journals as required.
* To provide financial information reports from the finance system for budget holders and give advice as requested.
* Organise and maintain Contracts and Service Level Agreements (SLA) file, updating information.
* Dealing with queries from suppliers (including statements) debtors, budget holders and other Academy staff.
* Generating the monthly claim for VAT under the Parish Refund Scheme for submission to HM Customs and Excise.
* To assist in managing the ParentPay system to assist with setting up payment items, transferring or refunding balances as well as responding and resolving queries from staff or parents.
* Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation matrices and timescales.
* Generating Purchase Orders, checking for accuracy and distributing to suppliers as required.
* Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
* Producing regular payment runs in accordance with the authorisation matrix and bank mandate.
* Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received.

**PERSON SPECIFICATION**

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| **Criteria** | **Competencies and Attributes** |
| Essential | * Excellent communication skills and the ability to communicate effectively at all levels * Ability to organise and prioritise tasks effective * Ability to use initiative * Ability to work well under pressure * Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical to the Academy |
|  | **Knowledge, Skills and Abilities** |
| Essential | * Financial Experience or Qualification e.g. NVQ level 2 * Experience of purchase ledger management/control * Excellent data entry, keyboarding skills and attention to detail * Confident working with financial systems * ICT literate and able to use Microsoft Office software * Must have a good understanding of Microsoft Excel spread sheets * Good understanding of financial controls including schemes of financial delegations |
| Desirable | * Experience working in a school finance team. * Experience of using School Finance Systems. (Corero, FMS, PS Financials) |