



JOB DESCRIPTION

Post: Finance Assistant
Contract: Full time, all year round
Hours: 35 hours per week

Purpose of the job:

To work alongside the current finance assistant and be responsible to the Finance Manager for providing financial support to meet the needs of the school in a busy environment. Experience in Purchase ledger is compulsory for the role. In particular, support staff are expected to participate fully in the school's endeavour to improve teaching and learning within the school.

To observe confidentiality at all times.

Specifically:

1. Review budget holder requisition and place purchase orders with the suppliers.
2. Monthly review outstanding purchase orders, check delivery of such orders in liaison with the premises staff. To follow up with suppliers of any ordered goods undelivered.
3. To process a large amount of supplier invoices for the Trust, ensuring they are coded to the correct nominal codes and authorised by budget holders in line with the Trust financial procedures.
4. Review monthly aged creditors, investigate discrepancies.
5. Preparing weekly BACs run payments.
6. Input credit card transactions into IRIS finance system and reconcile to monthly statements.
7. Trust monthly VAT 126 reconciliation
8. Process all submitted educational visits / clubs on MCAs, action payments for bookings.
9. To receive, record and bank cash income.
10. To assist budget holders with monthly reports and deal with any queries raised and provide guidance regarding Trust financial procedures and regulations.
11. To input timesheets to the payroll system and check accuracy.
12. To assist in the preparation of reports and financial documents for all stakeholders including external and internal audit, as required.
13. Dealing with additional admin adhoc duties such as maintain filing systems, ensuring that records are suitable for audit.
14. To deal with telephone enquiries, referring to other staff within the Trust as appropriate.



General:

- To promote and safeguard the welfare of students in the Trust, in accordance with relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all Trust policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Data Protection Officer at the earliest opportunity.
- To be responsible for always complying with health & safety legislation and guidance.
- To maintain positive and effective working relationships with colleagues, supporting them in line with your role and responsibilities.
- To liaise with all schools to keep them informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by being responsible for ensuring your continued professional development to constantly improve your knowledge and skills.
- To identify and agree personal development objectives with your line manager.
- To be courteous and supportive to colleagues and provide a welcoming environment to all stakeholders.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Trust.

Jan 25

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.



Finance Assistant

Person specification

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓	
Educated to degree level or equivalent		✓
Level 3 or higher qualifications.		✓
School Finance and Purchase Ledger Experience	✓	
Skills	Essential	Desirable
Purchase/Sales Ledger Knowledge	✓	
Experience in other functions of finance / accounting		✓
Demonstrate effective verbal and written communication skills.	✓	
Strong level of ICT skills	✓	
Able to build and maintain positive relationships with individuals	✓	
Prioritise, plan and organise self	✓	
An interest in educational issues	✓	
A commitment to inclusion	✓	
Positive attitude	✓	
Genuine concern for the welfare of others	✓	
Initiative and self-motivator	✓	
Calm deposition	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	