JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Finance Assistant	**Location**	Abbeyfield School, Northampton
Salary	Grade G (NJC 8 to 13) £26,824 to £29,064 FTE	**Hours**	Full Time – 37 hours per week, 52 weeks per year
Department	Support Staff	**Reports To**	Accounts Payable and Receivable Team Leader

JOB PURPOSE:

To be part of an efficient and effective Accounts Payable and Receivables team for Creative Education Trust. To work collaboratively within the Trust's Finance team providing a high-quality financial service to our schools, colleagues, and suppliers. To work with other Finance colleagues to support best practice and promote continuous development of Finance processes and the Finance team.

KEY RESPONSIBILITIES AND DUTIES:

- Process orders, invoices, and credit notes and raise sales invoices.
- Input bank, cashless payment system and credit card postings.
- Posting of sales invoices.
- Assist with the maintenance of finance ledgers, e.g., attaching electronic documents.
- Prepare supplier statement reconciliations.
- Verification and inputting of supplier details and any subsequent amendments.
- Support the production of management accounts including posting of journals.
- Preparation of internal Finance reports as required.
- Preparation of student expenses/refunds.
- Assist with any audit queries as and when requested.
- Resolution of queries raised to the Finance team from stakeholders, including colleagues, parents/carers, suppliers, and auditors.
- Undertake general finance administrative duties and any other reasonable duties deemed appropriate to the role of a Finance Assistant as may be required.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Accounts Payable and Receivables Team Leader.

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JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• GCSE Grade 4 (or equivalent) qualifications in English and Maths. • Evidence of commitment to personal professional development.	• GCSE Grade 4 (or equivalent) qualifications or higher. • Finance related qualification or working towards a finance qualification.
EXPERIENCE	• Experience of working within a finance team. • Experience of meeting tight and cyclical deadlines. • Experience of purchase ledger processing.	• Experience in working in a school environment. • Experience of using PS Financials or similar accounting software. • Experience of working in a shared service function.
KNOWLEDGE AND UNDERSTANDING	• Knowledge of finance requirements in a school environment. • A knowledge of the safeguarding responsibilities of adults working within a school environment.	• A good understanding of the work of a Multi-Academy Trust and schools.
SKILLS AND PERSONAL ATTRIBUTES	• Demonstrate a strong team spirit. • Ability to multitask and prioritise competing demands effectively. • Effective administration and organisational skills. • Ability to work under pressure and meet deadlines. • Excellent numeracy, literacy and ICT skills. • Excellent inter-personal skills with the ability to build effective relationships. • Strong communication skills (including written, oral and presentation skills). • Ability to follow and document financial instructions. • Sensitivity and ability to uphold confidentiality. • Resilient, motivated, and committed to improving standards. • Accepts accountability and takes personal responsibility for their own actions.	

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	• Commitment to further training and CPD.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity**: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	Ad hoc travel to other Trust schools as required. Driving license and own vehicle desirable but not essential.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.