



Greater
Nottingham
Education
Trust

**GREATER NOTTINGHAM EDUCATION
TRUST**



JOB DESCRIPTION

FINANCE ASSISTANT

- Responsible to:** Trust Finance Manager
- Responsible for:** Providing support to the Trust's accounting function
- Liaising with:** Non-teaching staff, teaching staff, parents and pupils.
- Working Time** 37 hours per week (7.5 hours per day, plus 30 minutes for lunch, Monday to Friday)

PURPOSE

The key element of this post lies in supporting the finance team with the operation of the Trust's accounting function.

MAIN DUTIES

1. Place purchase order requisitions with suppliers and regularly chase outstanding orders to ensure goods are received in a timely manner.
2. Manage the return of unsuitable or damaged items ensuring replacement is received or a credit note is given as appropriate.
3. To process supplier invoices and credit notes ensuring they are accurately recorded on the finance system and in accordance with procedures.
4. Reconcile supplier statements to ensure the purchase ledger is well-maintained.
5. Set up new suppliers, in accordance with existing procedures.
6. Assist with the inputting and reconciliation of credit card transactions.
7. To routinely record and bank all cash received twice monthly.
8. To process staff expense and mileage claims.
9. Chase outstanding debtors.
10. Assist with the management and recording of inventories.

11. Support with the administration of Parentmail, including setting up payment items and handling queries from parents and staff.
12. To use the Civica finance system to accurately record and maintain the Trust's finances.
13. Assist with the management and inputting of School Fund transactions on to the Tali bookkeeping system.
14. Assist with the filing of documentation to maintain an audit trail for all financial transactions.
15. To work in accordance with the Trust's policies and financial standards.
16. To carry out any other duties which fall within the spirit, scope and purpose of this job description.

Lettings

1. Assist with administration relating to out-of-hours facility bookings.
2. Assist with the scheduling of booking requests.
3. Prepare briefs / booking summaries for letting attendants.
4. Liaise with booking holders to react to booking changes and cancellations.

Staff Development

1. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas including technical knowledge and application to education.
3. To engage actively in the Performance Management Review process.
4. To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications

1. To communicate professionally with members of the community, staff and students.
2. To follow agreed policies for communications in the school.

Schools support:

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
2. To promote actively the school's corporate policies.
3. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
4. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
5. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
6. Be alert to safeguarding issues and take advice from the Academy safeguarding team if required.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Employee) Date: