

JOB DESCRIPTION

*Please note that the statements below are intended to describe the general nature and are not an exhaustive list of all duties and responsibilities.*

*The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School’s Child Protection Officer.*

**POST TITLE: Finance Assistant**

**TERMS:** Permanent, Term Time plus 2 weeks

**ACTUAL SALARY:**  £19,230-£20341 dependent on experience

**RESPONSIBLE TO:** Financial Controller

**Purpose of the post:**

The role of the Finance Assistant is to support the processing of all purchasing information from purchase order to creditor payments and monitoring and control of academy spend, supporting the Financial Controller to successfully manage the budgets and outgoing resources, whilst delivering the highest standards of customer service.

The post holder is responsible for the day to day finance transactions including creditor management and reporting, management of the parental payment systems for school lunches, school trips and other payments and providing support to Academy staff in the use of the finance system.

**Finance Assistant** **Responsibilities:**

This is a key support role that underpins Financial Operations, ensuring that processing is kept up to date and that accounting records are accurately input onto the finance system, in line with organisational policies, and that parent payments to the Academy are collected in a timely fashion.

1. To deal with all the day to day financial matters, including correspondence, purchase orders, invoices and payments, monitoring expenditure and budgetary performance to ensure that spending is within approved limits and in accordance with adopted procedures and regulations.
2. To input all financial data into the school finance system and run reports as requested.
3. To communicate effectively with creditors and maintain accurate records for monthly reporting.
4. Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received
5. Producing regular payment runs in accordance with agreed procedures and timescales.
6. To maintain accurate and complete records of expenditure within the academy, producing month end analysis, creditor ledger maintenance and reconciliation and correction journals as required.
7. Management of the Academy cashless payment system, setting up payment items, transferring or refunding balances as well as responding and resolving queries from staff or parents.
8. Communication and correspondence with parents on outstanding debts for lunch and trip payments. Regular analysis for management reporting purposes.
9. Maintaining a detailed record of non-invoiced income relating to School Trips etc. Provision of financial information to budgetholders as requested and monthly reconciliation of payment accounts.
10. Assessment and calculation of Bursary payments and preparation of payment to students
11. Administration and development of the finance system, providing ongoing support and training to academy staff.
12. Assist the Financial Controller in providing help and advice to budget holders on management of their spending.
13. Other tasks as requested by the Financial Controller

 **PERSON SPECIFICATION**

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| **Area of Responsibility** | **Essential** | **Desirable** |
| **Qualification** | A minimum of 2 A Levels grade A\*-C & 5 GCSE A\*-C grades or equivalent qualifications. Financial Experience or Qualification e.g. NVQ level 2. |  |
| **Customer Service** | Ability to be impartial, non-judgemental and display high levels of professional integrity. |  |
| Focused on providing a quality customer service approach and capable of developing that ethos within their team |  |
|  | Confidence in dealing with different stakeholders including parents and Academy staff. |  |
| **Attitude and commitment** | - Pro-active, self-starter. Able to prioritise jobs and work under own initiative with minimal supervision- Adaptable, dynamic and with the ability to work in a fast paced environment- Capable of developing systems to provide effective financial control balanced by flexibility yet with a clear customer focus-Critical attention to detail but with the ability to understand the Academy’s strategic objectives and the finance department’s part in their achievement |  |
| **Educational Environment** | Demonstrate an ability to discuss and report safeguarding issues including child protection with the relevant representatives. |  |
| An understanding of the importance of confidentiality and the requirements of the Data Protection Act. |  |
| Willingness to work outside normal hours if reasonably requested to do so. |  |
| **Knowledge/****Experience** | Excellent IT skills, especially Excel including the use of advanced Excel functions to be able to develop effective management information. | Good working knowledge of the PSF finance system.  |
| Excellent data entry, keyboarding skills and attention to detail |  |
| Good understanding of financial controls including schemes of financial delegations |  |
| Ability to Safeguard and promote the welfare of children and young people Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances Has a good understanding of the safeguarding agenda. Can demonstrate an ability to contribute towards a safe environment Shows a personal commitment to safeguarding |  |
| **Communication and Team work** | Excellent written and verbal communication skills. |  |
| Ability to work in a collaborative way, supporting other colleagues in order to achieve departmental objectives. |  |
| Effective interpersonal skills in order to negotiate and consult with both peers and senior managers. |  |
| Ability to be self-motivated and pro-active in managing own workload, functioning effectively under pressure to deliver work to deadlines and to a high quality standard. |  |
| Team player, leading, guiding and working towards the aims of the department. |  |
| **Continuing Professional Development** | Commitment to developing own skills through appropriate training. Demonstrate the ability to maintain an up to date knowledge of technical aspects of the role. |  |
| **Work to promote good relations** | Demonstrate an awareness of equality and diversity and promoting this through appropriate working practices. |  |

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the postholder

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

**Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within The Academy mentioned above or in a comparable post in any of The Academy's other sections or departments.