



JOB DESCRIPTION

NAME:

POST: Finance Assistant

GRADE: 5 SCP 10 - 15

RELATIONSHIPS:

The post holder is accountable to the Finance Manager in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The post holder is accountable and responsible for ensuring that all aspects of the role are undertaken and completed accurately and within the required timescale:

- Ensuring that the full Finance function runs smoothly in the academy, supporting the Finance Manager, budget holders, non-financial colleagues and external agencies in a proactive, efficient and supportive manner.
- Developing and implementing improvements to existing finance systems – being part of a continuous improvement culture.
- Assessing, managing and communicating the levels of risk in finance systems to the Finance Manager.
- Ensuring that all records and matters are compliant with the Accounts Direction, Articles of Association, Scheme of Delegation, Funding Agreement and the ESFA Financial Handbook,

MAIN DUTIES & RESPONSIBILITIES:

- To process all the day to day duties in accordance with the Scheme of Delegation and Financial Handbook. These include:
 - Ordering, processing and payment of all goods and services on the academy's finance system in accordance with agreed procedures and timescales
 - Preparation of invoices and collection of income, fees and other dues
 - Dealing with queries from suppliers (including statements), debtors, budget holders and other academy staff
 - Chasing overdue orders and payments
 - Management of all cash receipts on academy's income system
 - Regular banking of cash holdings

- Assisting budget holders in costing academy trips
 - Management of petty cash
 - Be responsible for the safe keeping of all safe items; that the safe is locked when not in use and the contents are within the recommended limit and for the safe transportation of monies to the academy bank
 - Maintenance of all accounts including petty cash and charge cards.
 - Maintenance of the suppliers catalogue and the filing system of financial reports
 - Supporting Finance Manager with administration of paperwork and when required
 - Assisting with maintenance of the asset register
 - Dealing with finance queries as required. To be a point of contact for colleagues, budget holders and outside agencies.
 - Provide budget holders and non-financial colleagues with help and advice when required
 - Assist the Finance Manager with preparation of Monthly Management Statements and Year End reports.
 - Assisting as required during audits
 - Ensuring that at all times financial records are in an auditable manner
 - Maintaining high standards when managing confidential information, complying with the academy's data protection procedures and legal requirements at all times
- Facilitate the preparation of the budget by the Finance Manager, including expenditure and income on a three-year cycle plan for submission to the Deputy Finance Director.
 - Assist the Finance Manager with preparation of the monthly payroll by administration of the paperwork, e.g. mileage claims, holiday requests, etc.
 - Raise the profile and reputation of Finance by engaging with leaders and budget holders in a proactive, supportive and positive manner at all times.
 - To ensure that the financial transactions are carried out in an appropriate manner and that the financial regulations are observed.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder



Signed: **Date:**
Chief Executive Officer

One copy to be retained by member of staff and one kept on the employee's file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All