

**INVICTUS EDUCATION TRUST**

**RECRUITMENT JOB DESCRIPTION**

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| **JOB TITLE:** |  | FINANCE & ADMINSTRATION ASSISTANT |

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| **DEPARTMENT:** | ADMINISTRATION |

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| **GRADE:** | 4 - 5 **SPINE POINT**: 5 - 11 | **HOURLY RATE:** £10.01 – £11.27 |

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| **TYPE OF CONTRACT:** 40 WEEKS | **WEEKLY HOURS**: 37 |

**REPORTS TO:**  Facilities & Operations Manager/Finance Officer

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| **STAFF RESPONSIBLE FOR:** | NONE |

**MAIN PURPOSE OF THE JOB**

To be based on site at a Trust school and provide financial & administrative support.

To support the day to day financial and transactional processes by using the School’s financial information systems in accordance with the practices and procedures of the school and Invictus Education Trust. Being aware of the Trust’s Financial Procedures and the Academies Financial Handbook issued annually by the ESFA, but not in any detail. This will ensure that the financial processes of the school meet the highest operational and compliance standards as required by legislation, the Education Skills and Funding Agency and best practice.

To assist the school admin office with day to day administrative support under the line direction of the Facilities & Operations Manager.

You will be supporting the achievement of successful, educational and community outcomes for the school, its staff, students and the local community.

**MAIN DUTIES/RESPONSIBILITIES**

**FINANCE ASSISTANT**

To ensure the efficient, effective, accurate and timely recording of all financial transactions relating to school activities are maintained using the Trusts integrated financial information systems (such as PS Financials, Pebble School Fund).

Uphold good governance and ethical behaviour, including good accounting practices in the finance function, and ensure the Trust upholds good accounting, reporting and internal controls systems, the requirements of accounting for public funds and operation as a Multi Academy Trust.

Provide finance assistance to the Schools Finance Officer who will be located in School during part of the week but contactable at all other times.

To assist other school staff members with regard to purchasing and invoicing goods for the School.

**Requisition, Ordering and Purchase of Goods for all budgets**

The budget area will relate to the non-pay items for the school and school fund and be between £0.7m to £1.0m annually, dependent upon school. The Finance Administrator will be required to:

Maintain an internal process for order requests from budget holders which have been authorised before processing the order with confirmation that sufficient budget is available.

Agree coding with Finance Officer to ensure payments out and income received is appropriately recorded against the correct activity.

Process requisitions and orders; where PSF related, these need also entering on the PSF Purchasing system.

Investigate any queries on purchase orders/invoices.

Check goods received match order.

New suppliers on PS Financials will be set up and controlled by the Finance Assistant at Trust HQ – therefore all requests need to feed through this route.

If no order invoice then ensure authorisation is obtained prior to uploading and coding agreed by Finance Officer.

Ensure invoices match goods supplied and have been duly checked and authorised by the budget holder, correctly coded and claiming VAT where indicated. Add invoices for payment onto the relevant financial information system (PS Financials, Pebble school fund).

For PS Financials payments, then the invoice needs pinning and order reconciling to invoices on system, where appropriate.

File invoices and papers in a system agreed with the Finance Officer in order that these can be included in the BACS run data for Headteacher to authorise at bank.

The Finance Officer will agree a local system with the Finance Administer which allows for paid copy invoices to be set to one side in relation to prepayment items for the next year

# VAT School Fund

Claiming VAT for purchases will be by a monthly claim to Trust finance HQ and complying with schedule of dates for timely reclaims. Ensuring the VAT reclaim is reimbursed to the originating trip/activity, or otherwise as agreed by the Finance Officer.

# Staff Expenses

Maintain a file of staff expense claims. Agree coding with the Finance Officer before entering onto PSF.

Enter staff expenses onto PS Financials in the Staff Expenses control a/c on a regular basis once claim received.

# Home to School Transport

For Kinver High School and Wombourne High School an additional data checking process maybe advised by the Finance Officer in September in conjunction with the Operations Manager to ensure that all pupils using the coach are recorded.

# Setting up of Trips for School Fund

The Finance Administrator must ensure that before setting up a new trip/activity in the School Fund account that there is an authorised proforma from the Finance Officer and Headteacher.

A blank proforma should be handed to the teacher for completion and passed to the Finance Officer for checking.

The proforma will include details such as a:

* Date of trip
* Budget holder
* Amount of expenditure expected
* Include transaction fees parent pay/world pay
* Agreed income per pupil
* Ensure trip balances with some small contingency
* Agree an Account code for the trip on Pebble school fund with Finance Officer Be approved by Finance Officer and authorised by the Headteacher

It is the Finance Officers role to close School Fund trips on the system once completed and to review why a trip is overspent.

# Other School Fund

Any budget holder requests for statements of income and expenditure in relation to the school fund activities must be made after consultation with the Finance Officer.

You will be advised by the Finance Officer as and when the income collection from pupils/parents is behind schedule and if there is a need to contact parents/pupils to follow up the debt.

# Cash/Cheques Handling in School

Cash collected in school is now is small % of the School’s income and in hundreds of pounds in value. However, safe and consistent processes need to be adhered to. You will be required to:

* Issue carbonised receipts for any cash/cheque income received as necessary, and store safely in line with financial procedures until the Finance Officer visit into school to reconcile and bank the cash/cheques.

If there are in school ad hoc activities occurring which involve collecting cash from pupils/staff/parents then the Finance Officer must be made aware of this and be on site to manage the process.

# Other Finance General

To deal with the post and finance emails daily.

To photocopy any inventory/capital invoices of £5000 or more for the Finance Officer to record this on the Schools Fixed Asset Register for year-end update.

To assist with the Year End processes and preparation of the Annual Audited Accounts. Instructions as issued annually by HQ before the financial year end of 31 August.

To attend on behalf of the School the Invictus Finance Team meetings.

Maintain adequate records as directed for audit and compliance requirements.

Endorse the use of the ESFA’s anti-fraud indicator checklist flagging up to Senior Management if there are any incidences of fraudulent behaviour in school.

Be aware of the Trust s Financial Procedures and an overview of the contents in respect of purchasing.

Any reasonable task as directed by the CEO/CFO/Headteacher. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

**ADMINISTRATIVE ASSISTANT**

To provide general administrative support to the school office which includes:

* Communications with students, parents and the local community – telephone call, letters, emails etc.
* Data entry – updating students records, behaviour logs, attendance records etc.
* General Admin – cover for reception, filing, typing, photocopying, assisting with the administration of school events.
* Reports & Data – collating data, running reports for staff on school systems, analysing student data, assisting with school census, student reports, etc.
* To support the smooth day to day running of the school office.

* Any reasonable task as directed by the Headteacher/Line Manager. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

# SUPPORT FOR THE TRUST

It is the responsibility of all adults employed at Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust and ensure equal opportunity for all.

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Equal Opportunities, Data Protection/GDPR, confidentiality. Reporting all concerns to an appropriate person.

Develop constructive relationships and communicate with other agencies/professionals.

Attend and participate in meetings as required.

Participate in training, other learning activities and performance development as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Where required comply with the Trust’s Dress Code.

All staff in School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

All appointments to the Trust are subject to a 6-month probationary period.

**PERSON SPECIFICATIONS QUALITIES AND ATTRIBUTES**

Understanding and respect for confidentiality in relation to all issues connected with this role.

Good organisation and managerial skills.

Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure.

Show initiative and ability to prioritise your own work and to deal with large volumes of data, prioritise workload and meet strict deadlines.

Ability to communicate effectively and confidently both verbally and in writing.

To be reliable, punctual and have excellent attendance.

To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused.

Able to work constructively as part of a team, understanding school rules and responsibilities.

To be open and honest, to follow instructions and to take responsibility and accountability for own actions.

Demonstrate a ‘can do’ attitude and is adaptable to change with a positive, decisive and enthusiastic attitude.

Committed to the provision and improvement of quality service provision.

Takes quick and effective action to meet the demanding workloads and commitments.

Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people.

**EXPERIENCE/QUALIFICATIONS/TRAINING**

Actively studying towards AAT (Association of Accounting Technicians) or equivalent qualification in Administration/Finance/Business.

GCSE standard of education including Maths and English at level 4 or above.

Previous experience of working within a finance environment, preferably education.

General understanding of Academy policies and procedures relating to finance, health and safety and equal opportunities.

Excellent numeracy and literacy skills.

Working knowledge of Microsoft Office including Excel, Word, Power Point, Outlook.

An awareness of commercial financial information systems and their use.