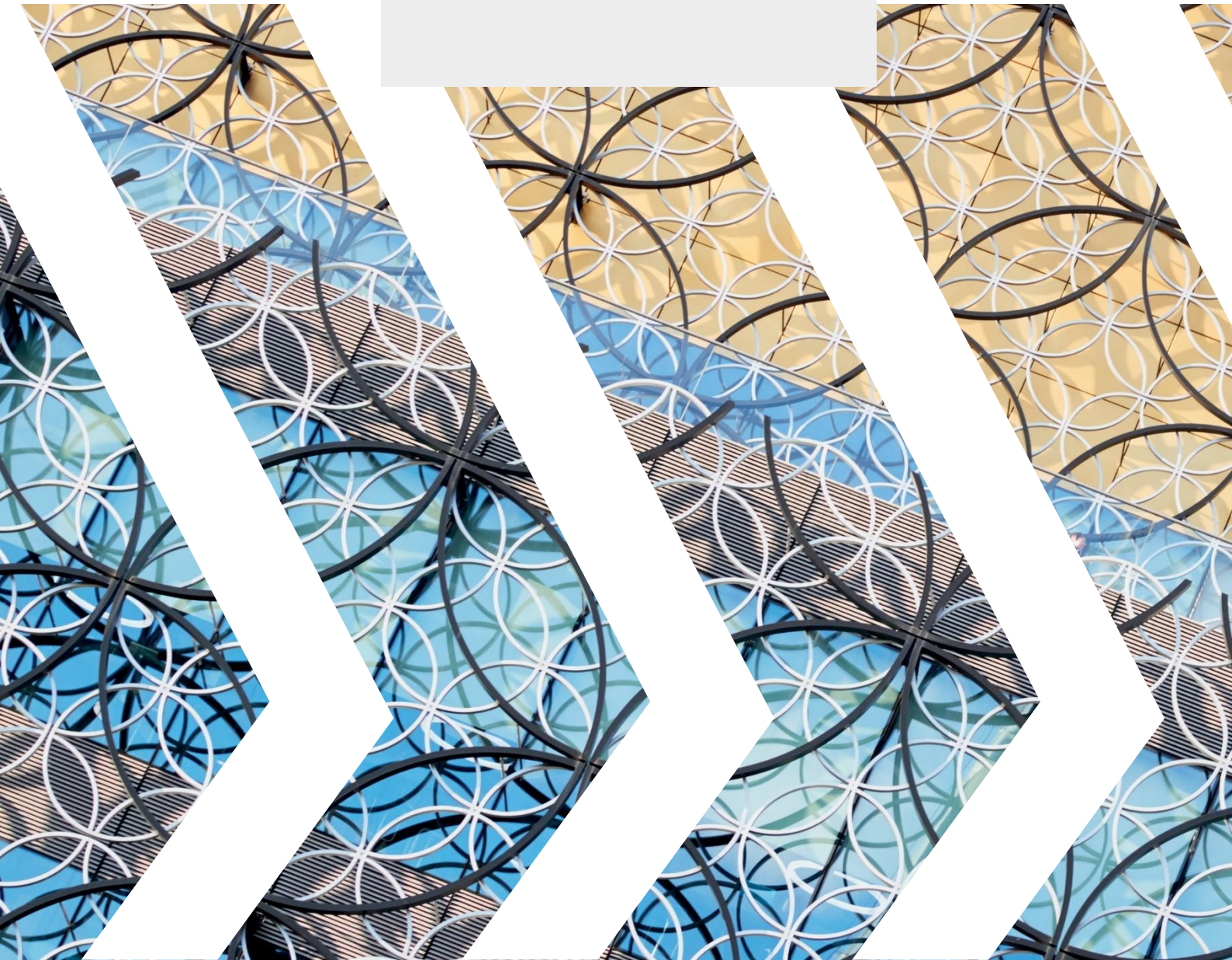
FAIRFAX
MULTI-ACADEMY TRUST

Finance Assistant

JOB DESCRIPTION



FAIRFAX MULTI-ACADEMY TRUST

JOB DESCRIPTION

Finance Assistant

POST HOLDER	
RESPONSIBLE TO	Finance Business Partner
LINE MANAGEMENT OF	N/A
WORKING HOURS	37 hours per week
WORKING PATTERN	Half an hour unpaid lunch break Monday to Thursday 8:00 – 16:00hrs Friday 8:00 – 15:30hrs
SALARY	FMAT Scale SC4
HOLIDAY ENTITLEMENT	A paid entitlement of 26 days annual leave and 8 statutory bank holidays

JOB PURPOSE

To provide a proactive, forward-thinking, trust-minded, competent and consistent Finance service across the Trust and contribute to the overall success of the Finance department. To assist with the effective and efficient administration of the Finance Department with the support and guidance of the Finance Business Partner.

To support the Finance Business Partner, Procurement Officer and Educational Activities Officer on a daily basis with finance administration and processing. To be the first port of call for any queries, e.g. telephone, e-mail queries and to deal with incoming queries as appropriate.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Chief Operating Officer and the Finance Business Partner than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Be the first port of call for all incoming queries, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague as necessary
2. Proactively build, develop and maintain relationships with key stakeholders across the business
3. Input of standing information to Trust's Finance system (suppliers, debtors) in accordance with procedures

4. Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales in accordance with procedures
5. Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment
6. Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are receive
7. Ensure invoices are paid within specified time limits
8. Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors
9. Maintaining a detailed record of non-invoiced income relating to School Extra-curricular Clubs, Trips etc. including fund raising initiatives
10. Provide assistance to Educational Visits Organisers for costing's, payments and travel; produce also reconciliations to agreed deadlines
11. Assist in the preparation of the academy budget and in the procedures for the month end and year-end close down
12. Send out Budget Holder reports monthly
13. Contribute to the development and implementation of financial reporting and procedures
14. Support the effective use of financial procedures, reporting and use of financial systems
15. Provide high quality administration support to the Finance Business Partner as required

GENERAL

1. Promote and safeguard the welfare of students you come into contact with
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
4. Be aware of, support and ensure equal opportunities for all
5. Contribute to the overall ethos/work/aims of the Trust
6. Appreciate and support the role of other professionals
7. Attend and participate in relevant meetings as required
8. Participate in training, other learning activities and performance development as required
9. Engage actively in the performance review process
10. Perform any other such duties as the Chief Operating Officer and the Finance Business Partner may from time to time determine

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

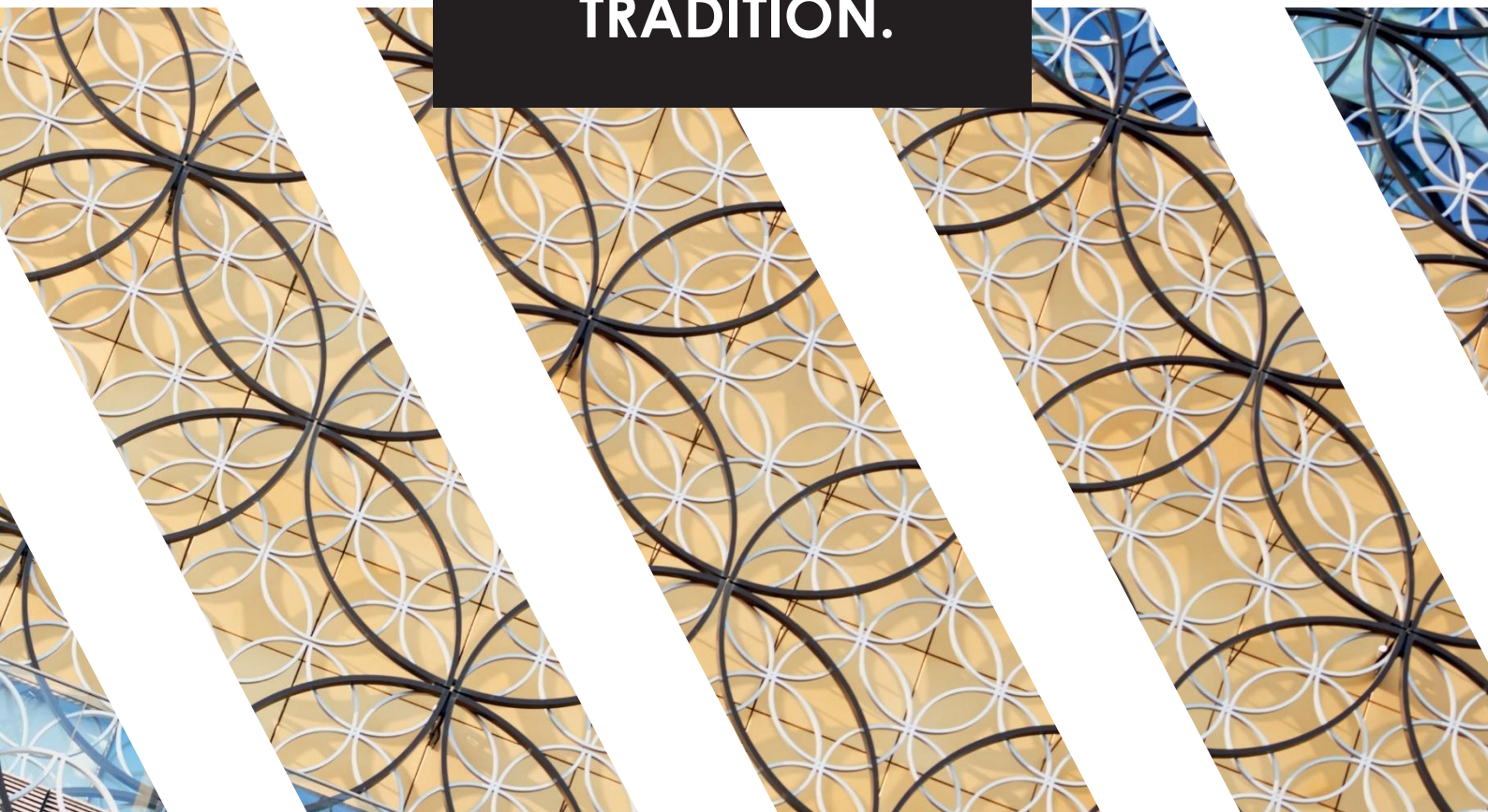
FAIRFAX
MULTI-ACADEMY TRUST

ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.