



Co-op Academy  
Priesthorpe

## Job Description and Person Specification

Job Title:	<b>Finance Assistant</b>
Grade:	<b>£19,554 - £21,166 (SCP 7-11) FTE</b>
Responsible to:	<b>Finance Manager</b>
Contact type:	<b>Permanent, 33.5 hours per week, Term time only + 15 days</b>

### Duties

The primary focus of this position is to assist in the effective and efficient administration of the Finance Department. You will work under the guidance of the Finance Manager. The position requires a high degree of professionalism, tact and commitment.

### Key Responsibilities

- To support in the management of the Academy budget as directed by the Finance Manager
- To raise purchase orders prior to all orders being placed and ensure these are approved in line with the Trust's financial regulations.
- To place all academy orders as requested by budget holders.
- To purchase goods/services on the school purchase card in accordance with financial regulations.
- To ensure invoices are paid by the due date, accurately check deliveries and deal effectively with discrepancies.
- To process direct debit invoices.
- To review the aged creditors listing each month and follow up on outstanding payments.
- To resolve supplier and staff queries quickly and efficiently.
- To manage the financial element of the Parentpay system, including resolving access issues, creating payment items and producing payment reports.
- To carry out the monthly payroll process by liaising with HR, staff and the third party payroll provider. This includes
  - Inputting all contractual changes, timesheets, expenses etc onto the third party portal.
  - Carrying out an initial review of payroll adjustments for accuracy and completeness, prior to review and sign-off by the Finance Manager.
  - Responding to and resolving staff payroll queries
- To prepare the monthly bank reconciliation.
- To use the computerised finance system effectively e.g. Civica, ensuring that working knowledge of the system is updated regularly
- To process and accurately record petty cash claims
- Filing, telephone, photocopying duties etc

- Cash handling in line with financial regulations
- To use CAT financial procedures and protocols
- To produce excel spreadsheets and reports at the request of the Finance Manager
- To support the administration of Academy inventory ensuring that accurate records are kept
- To assist the Finance Manager in preparation for the annual financial audit.
- Cover for Evolve administration.

### **Strategic Direction**

Work within the Academy to help to create an ethos based upon Co-operative values and approaches and an enterprise culture. To act as a coach/mentor to a group of students.

### **General**

- To act as a coach/mentor to a group of students
- To contribute to the smooth operation of the Academy through the duty system

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety and Welfare

### **Continuing Professional Development**

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.

## Person Specification – Finance Assistant

	Essential	Desirable	How identified
<b>Experience</b>	Working in a busy financial environment	Financial regulations Experience of a computerised finance system (e.g. Civica,) Working in an education establishment Cash handling	Application References Interview
<b>Qualifications &amp; Training</b>	Good level of numeracy & literacy Good ICT skills (particularly MS Excel) GCSE English/Maths	Financial qualification (e.g. AAT)	Application References Certificates if appropriate Task
<b>Skills</b>	Excellent organisational skills Excellent communication skills both verbal and written Ability to set and maintain high standards Enthusiasm and a sense of humour Patience Resilience	Self confidence Self motivation and imagination Ability to improve processes to increase efficiency	Application References Interview Task
<b>Other qualities</b>	Excellent attendance record Ability to prioritise workload and meet deadlines Ability to work under pressure High levels of accuracy and meticulous attention to detail Flexibility Ability to initiate and adapt to change		Application References Interview

The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

**This post is subject to and enhanced DBS disclosure. The post-holder must be committed to safeguarding the welfare of children.**