



Academy Finance Assistant

Salary / grade range	Grade 5
Location	Co-op Academy Manchester
Reports to	Principal/Trust Finance Manager

Purpose of role:

To assist with accurate, efficient and effective support to the Trust Finance Manager for the development and operation of the finance function of the Academy.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders, are checked for accuracy and forwarded to suppliers
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Responsible for the reconciliation and coding of the Business Charge Cards.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank.
- Collection, counting and banking of cash and maintenance of appropriate financial records in relation to school meals.
- Maintaining a detailed record of non-invoiced income relating to School Extracurricular



Clubs, Trips etc including fund raising initiatives

- Responsibility for Petty Cash and correct cost allocation thereof.
- Assist with month end procedures including bank and other reconciliations and posting of journals as required.
- Accurate recording of all Transactions in respect of Parent Pay.
- To maintain an accurate filing system suitable for audit purposes.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Manage day to day stock levels in the central stock cupboard & compile orders.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Assisting with the Administration and accurate coding of all activity days.
- Ensure confidential, tactful and secure management of sensitive information.
- Ensure accurate records in respect of the school bus are maintained and timely chasing of outstanding amounts.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to undertake personal development to improve own practice
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

“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’.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To cooperate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as ‘desirable’	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> ● AAT and/or Relevant Experience 	Essential	A/I
Experience <ul style="list-style-type: none"> ● Previous experience of working in finance ● An understanding of finance procedures ● Working in a school 	Essential Desirable Desirable	A / I / R A / I / R A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> ● Good communication skills ● Basic numeric skills 		A/I A/I



<ul style="list-style-type: none"> • Solid computer and organisational skills 		A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Flexible approach to working times whilst remaining punctual and reliable • Willingness to learn and develop new skills and attend training where needed • Good Telephone Manner • Motivation to work with children and young people • Able to work under pressure and a determination to succeed • Confident • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Attitudes to use of authority and maintaining discipline 		<p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

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, and the Ways of Being Co-op.