Associate Staff Job Description

	Monday	Tuesday	Wednesday	Thursday	Friday
Times:	6.5hrs	6.5hrs	6.5hrs	6.5hrs	6.5hrs
Weeks per year:	40 weeks (term time +1 week)				
Hours per week:	30 (6.5hrs per day including 30-min unpaid break)				

Job profile	
Post:	Finance Admin Assistant
Responsible to:	Headteacher in school & Finance Officer in School Support Team

All staff have the joint responsibility with their line manager to review their job description annually as part of the performance management process. HR must be informed of any amendments made.

Core Purpose:

The post holder will;

- Provide financial and administrative support as a member of the school's support staff team.
- Support the organisation and maintenance of the school finance systems to ensure the school is fully compliant with the Academies Financial Handbook.
- Provide an efficient and helpful service to staff, students and parents.
- Liaise with Schools Support Team (SST) where required.

Key areas of Accountability:

- Be the first point of contact to respond to enquiries and requests from colleagues and suppliers.
- Ordering, receipt, and distribution of goods – reconciliation of delivery notes to orders.
- Maintain robust administration systems, processes and procedures for the school's financial information.
- Use ScoPay, Sage Intacct and any other computer applications which the school implements.
- Monitor the invoice and requisition portal ensuring the requisition process is complete in a timely manner, including monitoring good received.
- Process orders and invoices on Sage.
- Liaise with lettings officer and raise accurate and timely sales invoices for lettings and ad hoc sales invoices as required/directed.
- Reconciliation and management of ScoPay.
- Liaise with suppliers to resolve any queries, deliveries etc.
- Conduct the archiving and disposal of files in line with the financial handbook and legal compliance.
- Any other duties as reasonably required.

Training & Continuing Professional Development:

- Undertake professional development relevant to this role.

General:
• Exam Invigilation • Carry out break duties as required • GLF Schools expects its employees to work flexibly within the framework and duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit and duties and responsibilities.

GLF Schools - Person Specification

Job Title: Finance Admin Assistant		
	Essential	**Desirable**
Education and Training		
Good General Education including English and Maths at GCSE or equivalent Grade C or above	✓	
Experience in a finance role or other relevant demonstrable experience		✓
Organisation, Experience & Skills		
Experience or ability to develop and maintain finance administration procedures	✓	
Advance IT skills including Excel		✓
Able to plan, organise and prioritise tasks	✓	
Ability to work under pressure and to strict deadlines	✓	
Experience of school databases, and databases (Bromcom, Sage Intacct)		✓
Experience of working in an educational establishment		✓
Personal Attributes		
Excellent attention to detail	✓	
Ability to remain professional and maintain confidentiality at all times	✓	
Excellent communication skills to be able to respond and deal with a range of stakeholders and queries	✓	
Ability to work collaboratively with colleagues	✓	
Ability to use own initiative with a flexible and adaptable approach	✓	
Ability to work alone and as part of a team in a positive, problem solving approach	✓	
The ability to form and maintain appropriate relationships and personal boundaries with young children and young people in line with the GLF Safeguarding and Child Protection policy and the GLF Staff code of conduct	✓	
Safeguarding		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		