

Bohunt Education Trust (LPK)

Job Description



Post Title:	Finance Assistant – School Based
Purpose:	Day-to-day administration of expenditure, focussed on Purchasing. Management of other finance and administrative tasks as identified within the role profile.
Reporting to:	Head of School (directly) and (indirectly) Trust Finance Manager
Liaising with:	Senior Leadership Team, Teachers, Support staff, Suppliers, Parents, The Trust Chief Financial Officer, Trust Finance Manager, Trust Finance Team

MAIN (CORE) DUTIES	
General	• Purchase Order Requests – determine if budget is available to cover costs (may refuse order) • If budget is available, process Purchase orders and match GRNs within Sage Intacct • Ensure all Purchase Invoices are sent to BET Central Support in a timely manner • Refer suppliers to Central Support for payment demands/queries • Liaise with budget holders and Suppliers regarding return of unwanted goods • Liaise and negotiate with suppliers to obtain best value. • Liaise with Central Support to raise non lettings sales invoices within Sage Intacct. • Review debtors at least monthly and chase as appropriate. • Any other reasonable finance related regular or ad hoc tasks.
Management of information	• Maintain databases, both of financial and other information. • Ensure Data Protection requirements are met and annual housekeeping takes place.
Compliance	• Assisting the Trust Finance Department in ensuring compliance for annual audits. • Ensuring compliance with the financial requirements of the Academies Handbook, ESFA regulations, HMRC and Charities Commission. • Supporting the Internal Audit Committee if requested. • Ensuring principles of best value are adhered to.

Key Competencies	• Skilled at organising & prioritising workload to meet deadlines (E) • Ability to develop an effective and efficient administrative system (E) • Sound understanding of the fundamentals of double entry bookkeeping and account reconciliation (E) • Attention to detail and accuracy (E) • Analytical approach (E) • Competency with Excel, Word and Outlook (E) • Flexible attitude and willingness to contribute constructively towards the Team (E) • Tenacity (E) • Good working knowledge of Sage Intacct (D)
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Other Specific Duties

- Undertake other administrative duties to support the Central Support team.
- To play a full part in the life of The Trust community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's policies.
- To undertake any other reasonable duties as directed by the Chief Financial Officer.
- To continue personal professional development.
- To comply with The Trust's Health and Safety Policy and undertake risk assessments as appropriate.
- To comply with The Trust's procedures concerning safeguarding and to ensure that training is accessed.

This is a key post within a growing and ambitious MAT and the post holder will have access to all professional development appropriate to the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and a flexible attitude to work is essential to succeed

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.