

FINANCE ASSISTANT

The Sir John Brunner Foundation Centre (Northwich)

Grade 5 £24,294 – £25,979

Job Description & Person Specification

Job Description

Reporting to

Finance Services Team Manager

Purpose of the role

The Finance Assistant is responsible for providing financial and administrative support to the Finance Services Team, to ensure the delivery of effective and efficient Financial services across the Foundation.

Main responsibilities

Financial Transactions

1. Process orders, invoices, expense claims, and other accounts payable transactions accurately and in a timely manner.
2. Assist in raising sales invoices, processing income receipts and reconciling customer accounts as required.
3. Monitor accounts receivable and payable aging and follow up on outstanding invoices to ensure timely payment.
4. Process and raise ad hoc financial transactions as directed.

Financial Transactions Processing

1. Record and reconcile bank transactions, petty cash transactions, and other financial transactions promptly and accurately.
2. Maintain accurate and up-to-date financial records in accordance with accounting standards and Foundation guidelines.
3. Assist in coding and posting financial transactions to appropriate accounts and cost centres.

Financial Administration and Support

1. Provide administrative support to the finance team, including filing, photocopying, scanning and data entry.
2. Assist in the preparation of financial documentation, such as purchase orders, payment requests and financial reports.
3. Respond to queries from academy staff, budget holders, and suppliers regarding financial matters in a timely and professional manner.

Compliance and Control

1. Ensure compliance with financial policies, procedures and regulations in all financial activities and transactions.
2. Assist in maintaining proper documentation and filing systems to support audit trails and compliance requirements.
3. Participate in internal and external audit processes by providing documentation and explanations as necessary.

Continuous Improvement

1. Identify opportunities to streamline finance processes, improve efficiency and enhance service delivery within the shared services team.
2. Proactively contribute ideas and suggestions for process improvements, system enhancements and best practices.
3. Participate in training and development activities to enhance skills and knowledge in finance and accounting.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
A level or equivalent qualification	✓	
AAT qualifications or equivalent finance/admin experience	✓	
Experience		
Experience working in a Finance or administrative team setting		✓
Experience in education setting, preferably Multi Academy Trust	✓	
Experience of working with finance systems and software (e.g. PS Financials)	✓	
Knowledge & Skills		
Knowledge of Finance processes, policies and associated regulations	✓	
Strong numerical and analytical skills		✓
Effective communication and interpersonal skills, with the ability to work collaboratively in a team environment		✓
Attributes		
Strong attention to detail and ability to work quickly and accurately in financial processing and reporting		✓
Ability to maintain confidentiality and handle sensitive information with discretion		✓
Ability to interact effectively with a range of stakeholders		✓
Highly organised, with the ability to plan and prioritise multiple tasks and deadlines		✓
Ability to work in fast paced environment, with excellent attention to detail		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and ability to maintain confidentiality		✓
Willing and able to travel to different sites within the Foundation from time to time.		✓
Commitment to promoting diversity and inclusion in the workplace		✓