

## **Job Description**

Job Title:	Finance Assistant
Location:	Hall Park Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7 FTE Salary - £18,109 – £19,990 per annum  Actual salary paid £6,501 to £7,176 per annum
Hours of Work:	15 hours per week (Monday to Friday) Term time only + 2 weeks
Responsible to:	Operations Manager
Post Objective:	To provide transactional delivery of the Academy's voluntary fund accounting system in line with the academy's financial controls and financial administration to both the peripatetic music process, trips and visits and academy catering income.

### **Main Duties and Responsibilities**

#### **Voluntary Fund Finance – In accordance with the Trust Finance Policies**

1. Management of the Academy's Voluntary Fund Account.
2. Reconciliation of Trips and Visits Accounts.
3. Where required, assist in the preparation of financial returns for the Local Governing Body, Accountant, and any other government agencies within statutory deadlines.
4. Monitor best value purchase for all supplies and services to ensure the effective use of resources to ensure trips are self-funding.
5. In conjunction with the Trust's Finance Shared Services team, work with Internal/External Audit on periodic, and annual audit inspections; when required submit accurate records for analysis by auditors, and be prepared to discuss and explain all entries.
6. To carry out the day to day administration of the academy's voluntary fund financial system including:
  - Purchasing goods connected to voluntary events
  - Bookings of events, venues, transport, etc
  - Processing invoices and payments to relevant suppliers
  - Reconciliation of trips income / expenditure
  - Manual banking of all voluntary income
7. Respond to queries on trips and visits from trip leaders over payments and support trip leaders in costing the trips.
8. Management of the academy's online payments system ParentPay, including communicating with parents via email, text, etc. on trip information and payment plans.
9. Management of any parent debt accounts for trips following the Trust's parent debtor process.

### **Main Academy Fund Finance – In accordance with the Trust Finance Policies**

1. Management of the Peripatetic Music Fund.
2. To second count the daily meals income with weekly consolidation, reporting any discrepancies where necessary.
3. To process and record any other income received manually into the academy, for example charity events, concert tickets, etc.
4. Preparation and recording of music fees, exam resit fees and lunch monies for secure cash collections in accordance with the Trust's process.
5. Management of any parent debt accounts for lunches, music tuition and exam fees following the Trust's parent debtor process.

### **Sports Centre**

1. Liaise with the Sports Centre clients with regard to bookings, cancellations & amendments.
2. Deal with all Sports Centre enquiries, new business, complaints, etc.
3. Maintain the bookings & invoicing spreadsheets.
4. Keep the contact spreadsheet up to date.

### **General**

- Liaison with other departments and other operational staff over matters relating to Voluntary Fund Finance and whole-academy issues.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Trust and the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.