

Finance Assistant

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	ASAP
Interviews to be held:	Interviews will be arranged on receipt of suitable applications
To start:	ASAP

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable Finance Assistant to join our Central Team and contribute to the development of the finance service.

As part of the Central Finance team, you will: provide financial support and advice services for the academies within the Trust, ensuring that efficient and effective processes and systems are followed to support Trust compliance.

The successful candidate will be able to work at pace, contributing effectively to the team and be a self-motivated individual. As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

This role would suit an experienced Finance Assistant or someone looking for their first finance role with the opportunity to train and progress as part of a supportive team.

Applicants are welcome to discuss any aspect of the role with Georgina Butler (Director of Finance).

Chorus Education Trust is proud to support flexible working arrangements.

Role summary

Post title:	Finance Assistant
Profile:	BS2.5
Grade:	4
Grade spinal point range:	SCP 7 to 12
Salary:	£25,584 - £27,711
Accountable SLT post:	Chief Financial Officer
Line manager (if different):	Director of Finance
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Other teaching and support staff
Holiday and sickness relief:	By and for other finance or administrative support staff
Purpose of post:	To provide an efficient and effective financial administration service to the central team and schools, processing financial transactions and maintaining accurate and timely financial records.
Version revised:	November 2023

Contract:

Permanent

37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for carrying out a range of financial processing monitoring and administrative duties to the standards required by the academy, the ESFA, Audit Commission and the accountancy profession. Duties will include, but not be limited to:

- Operate financial and clerical systems within the Trust in a secure manner.
- Maintain appropriate financial records as necessary.
- Undertake financial tasks in order with the Trust's policies and procedures.
- Operate the Trust's financial systems including processing and review of orders, deliveries and invoices.
- Place orders for goods and equipment, checking deliveries and investigating discrepancies with suppliers.
- To negotiate with suppliers to ensure best value in regard to goods and services.
- To guide colleagues in relation to best value practice and efficient use of public monies.
- Process and authorise invoices in accordance with Trust finance procedures.
- Process payments by BACS or cheque.
- Maintain creditor and debtor records, and liaise as appropriate, in order that payment of invoice legislation is complied with.
- Liaise with teachers, support staff, parents and third parties concerning payments due in respect of school trips and other debts, including raising of debtor accounts and credit control.
- Check invoices for prepayments and asset register items.
- Responsible for petty cash float and transactions, ensuring correct handling and recording of cash in accordance with procedures.
- Collection or Receipt, recording and accounting for all income received by the school/Trust, including distribution of receipts.
- Prepare weekly banking for paying-in.
- Assist the Finance Officer/Manager with monthly bank reconciliations, monthly payroll input and the checking of payroll reports.
- Maintain the School Fund account and assist the Finance Officer/ Manager in the preparation of final accounts for audit and any other financial reports as necessary.
- Liaise with teaching and support staff and respond to enquiries on matters within the post holder's responsibility.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

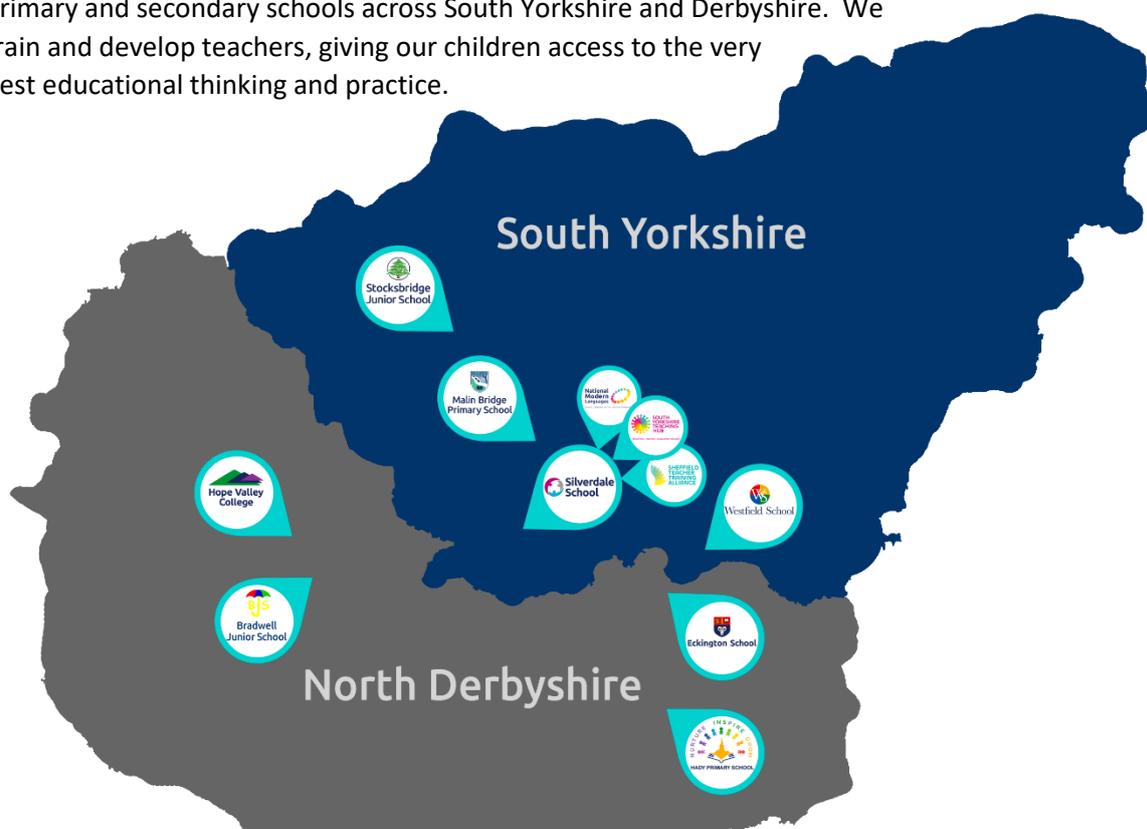
Job Title: Finance Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a busy finance office		✓	A / I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A / I
Ability to organise time and work to tight multiple deadlines, keeping calm under pressure	✓		A / I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A / I
Experience of financial processing and systems	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English.	✓		A
Degree or equivalent experience in Finance	✓		A
Other skills			
Ability and willingness to undertake professional development.	✓		I
Ability to use own initiative to work flexibly and respond positively to a range of situations.	✓		A / R
Ability to work effectively as part of a team.	✓		I / R
Maintain strict confidentiality of information.	✓		A / I
Interpersonal skills			
Highly motivated with a can-do attitude and a positive demeanor		✓	A / I

The ability to deal with dispute sensitively and discretely	✓		A / I
Ability to foster good relations with a range of colleagues at all levels	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

Contact details

Secondary schools

Eckington School & Sixth Form

www.eckington.chorustrust.org

T 01246 432 849

E enquiries@eckington.chorustrust.org

Hope Valley College

www.hopevalley.chorustrust.org

T 01433 620 555

E enquiries@hopevalley.chorustrust.org

Silverdale School & Sixth Form

www.silverdale.chorustrust.org

T 0114 236 9991

E enquiries@silverdale.chorustrust.org

Westfield School

www.westfield.chorustrust.org

T 0114 248 5221

E enquiries@westfield.chorustrust.org

Primary Schools

Bradwell Junior School

www.bradwelljuniorschool.com

T 01433 620 473

E enquiries@bradwelljunior.chorustrust.org

Hady Primary School & Nursery

www.hadyprimaryschool.co.uk

T 01246 279254

E enquiries@hadyprimary.chorustrust.org

Malin Bridge Primary School & Nursery

www.malinbridge.chorustrust.org

T 0114 234 1379

E enquiries@malinbridge.chorustrust.org

Stocksbridge Junior School

www.stocksbridgejunior.chorustrust.org

T 0114 288 2221

E enquiries@stocksbridgejunior.chorustrust.org

Teacher development

South Yorkshire Teaching Hub

www.southyorkshireteachinghub.org

T 0114 235 7980

E info@southyorkshireteachinghub.org

Sheffield Teacher Training Alliance

www.sheffieldtta.org

T 0114 235 7980

E enquiries@sheffieldtta.org

National Modern Languages SCITT

www.nationalmodernlanguages.com

T 0114 235 7980

E enquiries@nationalmodernlanguages.com

National Maths and Physics SCITT

www.nmapscitt.org.uk

T 0114 235 7980

E enquiries@nmapscitt.org.uk

www.chorustrust.org

T 0114 235 7983

E info@chorustrust.org