**JOB DESCRIPTION**

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| **Post Title:** | **Finance Assistant** |
| **Accountable To:** | Financial Controller |
| **Location:** | The GORSE Academies Trust |
| **Scale** | **B3 SCP 7 – 11** |

**PURPOSE OF THE POST**

The ability to work as part of a busy central finance team responsible for delivering a high quality and efficient finance service

**Main Duties**

* Ensure the integrity of The GORSE Academies Trust (TGAT) financial management systems by accurately and efficiently administering finance funds and systems e.g. purchase orders, purchase ledger invoices, sales invoices, credit card and petty cash reconciliations and SCITT bursary payments etc.
* Ensure all income and expenditure is adequately documented and supported by relevant invoicing/paperwork, by raising official purchase orders prior to the procurement of goods or services in line with the Trust’s Financial Regulations, ensuring coding is correct in line with consistent financial reporting and then to reconcile orders to delivery notes and invoices prior to payment. Check statements from suppliers ensuring all outstanding invoices are paid within agreed credit terms.
* Compile and maintain appropriate statutory and non-statutory financial records, inputting data and producing accurate reports, liaising effectively with the Trust’s central finance team.
* Liaise with the bank in relation to opening and changing existing accounts/purchase cards and signatories.
* Administer BACS runs for all establishments within the Trust.
* Offer ParentPay support to all academies and hold training sessions with new and existing finance administrators where required.
* Process inter – academy journals ensuring expenditure and income are charged to the correct academy and cost centers.
* Use IT applications and databases effectively to deliver administrative tasks, and to input and retrieve data using computerised systems including Word and Excel.
* Support the wider administration teams as required and undertake any other duties as reasonably directed by the Financial Controller, including providing cover in the absence of academy Finance administrators where necessary.

**Other Duties:**

* Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
* To willingly engage with training as required by the academy.
* Treat all aspects of the role with the strictest confidentiality.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

## The post is subject to a satisfactory Enhanced DBS background check and a six -month probationary period

* Occasionally there may be a requirement to work off-site and undertake work outside normal office hours, on occasions, in order to meet the variable nature of workloads and deadlines and to support academy events.

## Contribute to the overall ethos/work/aims of the academy.

* The academy operates a No Smoking Policy.

**Personal Responsibilities**

* Hold positive values and attitudes and adopt high standards of professional behaviour.
* Carry out the duties and responsibilities of the post, in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
* Take responsibility for safeguarding and promoting the welfare of children and young people.

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

**PERSON SPECIFICATION**

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| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Skills, knowledge and  experience | * Ability to keep accurate records, work under pressure and in confidence * Excellent interpersonal, organisational and communication skills * GCSE English/Mathematics * Professional telephone manner, smart appearance * Computer literate and competent in using Microsoft Office * Flexible approach with ability to prioritise and work on own initiative as well as part of a busy administration team | * Experience of working in a school * Experience of SIMs/SAP databases * Experience of Parent Pay * Experience of financial administration   GCSE English and Maths (A-C) | * Application form * References * Interview |
| Personal attributes | * A sense of responsibility and confidentiality * Ability to work under pressure and remain calm and friendly in all situations. * Co-operative, willing, reliable and trustworthy | * Experience of working with or around young people * Highly motivated | * Application   form   * Interview |