



JOB DESCRIPTION

Post: Finance Assistant
Reporting to: Finance Manager / Officer

Role Purpose:

To support the Head of Cluster Finance to deliver responsive and effective financial services to the cluster schools. Ensuring that all records and matters are compliant with local, United Learning and the ESFA Financial Handbook

Main Duties and Responsibilities

Cash Payments & Receipts

Schools are going cashless so any cash should be minimal:

- Counting and reconciling cash received and preparing monies for banking
- Handling and reconciling petty cash payments and receipts and ensuring compliance with policy.

Finance processing

Responsible for finance processing required at school level, including:

- Check and approve orders within delegated authority and track commitments
- Resolve supplier/delivery queries and undertake supplier statement reconciliations
- Post, scan and file invoices and credit notes in preparation fortnightly supplier payment run, if required
- Book-keeping entries as delegated by the Head of Cluster Finance.
- As part of the Finance team, provide support in any areas of finance and lettings processing as required.
- Prepare, raise and chase sales ledger invoices
- Work with the team to resolve aged debtor/creditors

Finance General

- Manage student and staff online payments/refunds/queries in a timely manner
- Manage cashless catering and primary meals ordering
- Respond to parent financial queries
- Provide guidance to staff on financial issues
- Ensure that all records are compliant with audit requirements
- Ensure that confidential information is held in line with United Learning and GDPR requirements
- Bank (Trade & Cluster)
- Credit Card Reconciliation
- Journals
- Raising Letting Invoices
- Updating Stationery Lists in the mornings
- Adding Wrap-Around Care credit to student's accounts in the mornings
- Cluster Finance Mailbox in the AM
- Contracts Register
- Assets Registers
- Supplier Set Ups/FocalPoint account set ups
- Monthly Budget Reports

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people

General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Provide a courteous reception to staff, young people and visitors
- Participate in training and other learning activities as required
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Principal and the Senior Leadership Team

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION

Essential Criteria	Desirable Criteria	Evidence
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> GCSE English & Maths Grades A* - C (9 - 4) 	<ul style="list-style-type: none"> Accounting qualification or relevant experience. 	Application Form Interview References Proof of Qualifications
<p><u>Experience:</u></p>	<ul style="list-style-type: none"> Experience of using accounting software Experience of raising orders/paying invoices Experience of ensuring compliance to policies and procedures Previous experience of working in a school Providing financial advice to staff 	Application form Interview References
<p><u>Skills and ability:</u></p> <ul style="list-style-type: none"> Ability to make connection between work done and the benefits to pupils Good general IT skills 	<ul style="list-style-type: none"> Understanding of financial accounts process Interpretation on financial reports 	Interview Application Form References
<p><u>Disposition/Attitude:</u></p> <ul style="list-style-type: none"> Good written and verbal communication skills Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests Good interpersonal skills and ability to work with staff and stakeholders at all levels Organised with good attention to detail Ability and willingness to travel regularly to locations within the Cluster 		Interview References
<p><u>Commitment and other requirements:</u></p>		Application form

<ul style="list-style-type: none">• Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)• Excellent attendance and time-keeping record.		Interview References
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