

Job Description

Job Title	Finance Assistant
Accountable To	Finance Manager
Grade	UKAT3

Purpose:

To provide effective and efficient finance and administrative support to the Trust and finance department.

Key Accountabilities**Main Activities:**

1. To monitor the Finance email account, responding to queries and liaising with appropriate members of the finance team.
2. Processing of invoices, checking to purchase orders, ensuring appropriate authorisation in accordance with agreed procedures and timescales.
3. Reconciliation of supplier statements.
4. Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
5. Input of standard information to the Finance system (suppliers and customers etc.) in accordance with procedures.
6. Provide assistance, when needed, with the processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
7. Assist with month end and financial year end procedures as directed by the Finance Manager and Finance Director.
8. Assist in preparing information for auditors.
9. To work within the parameters of the finance procedures and systems of the Trust.
10. Annual archiving of financial reports including scanning, disposal and rotation.
11. Attend and participate in Finance team meetings.

Other:

1. To monitor the Academy email account, responding to enquiries or forwarding emails to the correct recipient as required.
2. To be responsible for monitoring and ordering stationery for the main office and refreshments for meetings.
3. Coordinate room bookings, set up refreshments and/or hospitality as directed.
4. Attend courses where appropriate.
5. To provide cover for the Library where required.
6. To work with other administration staff where required.

General Aspects:

1. To participate in whole staff performance management process.
2. To adhere to professional and staff codes of conduct at all times.
3. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
4. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
5. To carry out any other duty as may reasonably be requested by the Principal or line manager.

The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Person Specification

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	Essential	Desirable
Qualifications	Minimum of five GCSE grade C or above (including English and Maths) (or equivalent).	
Knowledge and Experience	<p>Good level of knowledge of Excel, Word and Outlook.</p> <p>Evidence of delivering finance or admin support.</p> <p>Proven experience of working as part of a team.</p> <p>Demonstrable experience of excellent organisational skills.</p>	<p>Proven knowledge of finance systems and procedures.</p> <p>Experience of using a variety of finance packages, Sage preferable.</p>
Skills and Abilities	<p>Able to build positive and maintain good relationships with colleagues and stakeholders.</p> <p>Good communication and interpersonal skills.</p> <p>Excellent organisational skills used in planning own work.</p> <p>Good verbal, written and presentational skill.</p> <p>Ability to take the initiative and prioritise work accordingly.</p> <p>Able to work independently and as part of a team.</p> <p>Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.</p>	<p>A willingness to learn new skills and undertake professional personal development.</p>

	<p>Personal integrity, commitment to fairness and equality with the ability to empathise.</p> <p>Ability to demonstrate and promote positive values, attitudes and behaviour.</p> <p>Self-motivated and enthusiastic.</p> <p>Ability to work in a busy office environment that often demands high levels of concentration.</p> <p>Able to respond effectively to changing priorities.</p>	
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