



## Job Description: Finance Assistant

<b>Reporting to:</b>	Finance Manager
<b>Location:</b>	Hamstead Hall Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	36.5 hours per week, all year round
<b>Salary:</b>	Birmingham City Council Grade 2 £20,812- £22,777 (Depending on experience)

### The Role

To support the general administration of all schools within the Academy Trust with particular responsibility for certain finance and administration functions, as directed by the Finance Manager.

### Key Responsibilities

- To implement the agreed vision and aims of the Academy Trust
- To set an example of personal integrity and professionalism
- To be an effective team player
- To follow all agreed academy trust policies and procedures
- To work with budget holders across the Academy Trust to ensure compliance in the raising of purchase orders.
- To process supplier invoices, ensuring they are correctly authorised and matched against purchase orders.
- To resolving supplier queries and act as point of contact for suppliers.
- To reconcile major supplier statements monthly.
- To deal with finance and general office queries as required.
- To support the Finance/ Office Manager with filing, photocopying, scanning, post and Reception duties when required.
- Work within the parameters of the financial procedures and regulations.
- To count and prepare the banking of cash and maintenance of appropriate financial records in relation to income received.
- Record and reconcile receipts from Parentpay.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the academy trust



## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Hamstead Hall Trusts data protection rules and procedures
- Liaise with colleagues, parents, and external contacts at all levels of seniority with confidence, tact, and diplomacy
- This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.



# Person Specification: Finance Assistant

## Qualification Criteria

- Qualified to work in the UK
- GCSE Maths and English at grade C or above (or equivalent)

## Knowledge, Skills and Experience

### Behaviours

- At least two year's experience working in bookkeeping/financial environment
- Experience of working in a school or local government environment
- Working knowledge of spreadsheets and databases
- Good standard of numeracy and literacy skills
- Good written and oral communication skills
- Proven organisational skills
- Understanding of the need for confidentiality
- Patience and the ability to deal with a wide range of demands from a variety of people
- Polite, pleasant and efficient telephone manner
- Flexible attitude towards day to day tasks
- Ability to work under pressure
- Ability to work effectively as part of a team
- Ability to work with a minimum of supervision
- Able to accept and act on instructions from line manager.

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- Good attendance/punctuality record/ professional appearance/ Pleasant manner
- This post is subject to an enhanced DBS check