



Post Title	Finance Assistant
School / Organisation	Avanti Services Ltd
Location	Leicester
Grade	Grade 4, £22,604 - £24,123 per annum. Pro rata for PT
Hours	Full time/Part time
Contract Type	Permanent
Reports to	Accounts Payable Manager
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

You will support the Finance Team with a variety of tasks that support, invoicing, ordering, processing BACS payments and monitoring spend.

RESPONSIBILITIES OF THE JOB

- Support financial administration across the Trust.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales
- Assist with the weekly BACS runs by preparing, checking, uploading and sending the payments via the online banking system.
- Reconcile MAT suppliers' statements on a monthly basis.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Processing and reconciliation of petty cash
- Recording of credit card transactions, assistance to staff using the credit card, reconciliation of statement
- To provide financial information reports from the finance system for finance managers and give advice as requested
- Organise and maintain Contracts and Service Level Agreements (SLA) file updating information.
- Assist with Sales Ledger including raising of invoices from time to time
- Assist in ensuring value for money
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.



PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	GCSE's Grade C or above in English and Maths or equivalent	X	
2.	Experience working in a Finance/busy Administration department	X	
3.	Competent user of Microsoft Outlook, Excel and Word	X	
4.	Ability to communicate effectively both orally and in writing across a wide range of audiences	X	
5.	High standard of accuracy/presentation with a good eye for detail	X	
6.	Organised with the ability to meet tight deadlines and work under minimal supervision	X	
7.	Decisive and shows resilience whilst working under pressure	X	
8.	Respects confidentiality and the sensitive nature of working within a school environment	X	
9.	The ability to work with initiative and multi-task during frequent interruption	X	
10.	Committed to safeguarding and promoting the welfare of children and young people	X	
11.	A commitment approach to working as part of the whole academy team and supporting the vision and ethos of the academy.	X	
12.	Be willing to undertake further professional development	X	
13.	Approachable and confident in dealing with a wide variety of people	X	
14.	Experience with working with a financial system although full training will be given		X
15.	Proactive approach to training and development for yourself and new team members		X

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy.July-2022.pdf</p>