



Finance Assistant

Job Description

Salary scale:	Fulwood 010 (£18,205) – Fulwood 014 (£20,327)
Hours:	Full Year (8:15am – 4:15pm) (3:45pm Fri)
Permanent / Temporary:	Permanent
Responsible to:	Finance Manager
Job purpose:	The purpose of the post is to support the Finance Manager in maintaining an excellent Financial service to all staff within the academy.
Managing:	None

Key Responsibilities

Main Duties

Inputting standing information into the academy finance system (Civica Resource 32000), (suppliers, debtors) in accordance with procedures. Use of Microsoft packages, e.g. Word, Excel and Outlook.

- 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
- Preparing invoices for cheque run/BACS
- Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received
- Raising of Sales Invoices from appropriate documentation
- Printing of Sales Invoices, checking for accuracy, and distributing to debtors
- Processing of all academy (cheques and cash), and banking
- Maintaining a detailed record of non-invoiced income relating to School Trips and maintaining all pupil data relating to School Trips. Assisting staff in organising School Trips
- Processing of petty cash and maintaining records
- Dealing with queries from suppliers (including statements), debtors, budget holders and other academy staff
- Maintaining high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times.
- Chasing overdue orders.
- Assisting with maintenance of the Fixed Assets Register.
- Assisting as required during the financial audits.
- Assisting with end of year preparation and procedures.

- Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports.
- Maintaining file of inspection copies purchased or returned.
- Providing administrative support to the Finance Department.
- Work alongside and in conjunction with the Part-Time Finance Assistant as directed by the Finance Manager

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our four core values:

- Aim High
- Work Hard
- Be Nice
- No Excuses

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Finance Assistant

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none">• GCSE equivalent in Maths and English at grade C or above	<ul style="list-style-type: none">• A willingness to undertake the AAT Level 2 and/or 3 qualification	Application
Skills and Abilities	<ul style="list-style-type: none">• Good communication and literacy skills• Good numeracy skills• Smart in appearance and punctual• The ability to work flexibly• To be able to work well as part of a team• Good ICT Skills	<ul style="list-style-type: none">• Knowledge of record keeping systems• Experience of working in a school environment	Application Interview
Other	<ul style="list-style-type: none">• Commitment to equal opportunities• A willingness to undertake additional training and keep up to date with Academy developments		Application Interview