

Post Title	Finance Assistant
Post Ref No	CA008A
Responsible To	Finance Manager
Salary / Grade	Grade 7 a/b
Hours	Up to 37hrs – term time working considered

Purpose	<p>The Finance Assistant supports the effective financial management of the Multi-Academy Trust by delivering accurate, timely, and compliant financial administration. The role contributes to maintaining strong financial controls, supporting academy-level operations, and ensuring adherence to Trust policies and regulatory requirements.</p>
Key Duties	<ul style="list-style-type: none"> • Assist staff in ordering supplies and services and undertake purchasing duties, seeking quotations and estimates and placing approved orders with appropriate contractors and suppliers, ensuring that schools adhere to procurement practices and obtain best value for money. • Undertake sales and purchase ledger transactions and controls, ensuring timely, accurate and complete information is entered on the accounting system including: <ul style="list-style-type: none"> - setting up and maintaining supplier account details within the purchase ledger. - processing of invoices, ensuring that these reconcile to purchase orders and authorisation of payments is adhered to. - Identifying disputed invoices and following up issues which prevent payment; and - Reconciliation of supplier statements. • Assist in the preparation of CET supplier payment runs and individual BACS payments in accordance with the financial procedures. • Managing debtors and following up accounts in arrears. • Reconcile cash and update the accounting system and banking accordingly.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Duties</p>	<ul style="list-style-type: none"> • Engage in month end processes including posting of income and expenditure within the accounting system and undertaking bank and credit card reconciliations. • Assist with maintaining and monitoring budget allocations and provide financial information as directed. • Perform routine calculations and prepare reports to support budget preparations and other cost analysis queries. • Adhere to the Trust's financial policies, procedures and controls, and to highlight non-adherence and report troubling discoveries or suspicion of wrongdoing appropriately. • Suggest system and procedural changes or improvements to increase accuracy, efficiency and cost reductions. • When required, to assist with <ul style="list-style-type: none"> - year-end financial processes - preparing budgets and forecasting - assist with other duties relevant to the role, as required.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Communications</p>	<ul style="list-style-type: none"> • As a key member of the Finance Team, be actively involved with ensuring the operational effectiveness of the Trust. • Assist with handling enquiries and complaints from external agencies and stakeholders. • Establish and maintain outstanding professional relationships with internal and external stakeholders and ensure effective communication across the Trust as required. • Ensure the correct escalation of any issues (particularly complaints and potential safeguarding issues)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">General</p>	<ul style="list-style-type: none"> • To support in ensuring all finance activities align to the objectives of the Trust whilst promoting the Trust values of Respect, Responsibility and Resilience. • To comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to co-operate

	<p>with the employer in ensuring that Health and Safety responsibilities are carried out.</p> <ul style="list-style-type: none">• Be aware of and support differences and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school.• Participate in training and other learning activities and performance development as required.• Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times.
Safeguarding	<p>The Cumbria Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.</p>

	Essential	Desirable
Qualifications/Training (Competencies)	<ul style="list-style-type: none"> • General good level of education inc 5 GCSE Grade A-C/4> (to include Maths and English) • Competent in undertaking finance related activities and accounting arrangements. 	<ul style="list-style-type: none"> • Relevant accountancy and/or business qualification (such BTEC HND/C Business & Finance, Association of Accounting Technicians (AAT), NVQ level 3 above or other.
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in an environment requiring high levels of accuracy and meeting deadlines • Competent user of ICT packages – Microsoft Word, Excel, Outlook • Understand and comply with procedures and legislation. • Working effectively as part of team • Sound understanding of accounting / financial practices and procedures. 	<ul style="list-style-type: none"> • Experience with standard accounting software packages • Experience of working in a busy finance office / or in a similar role • An understanding of financial reporting – income and expenditure accounts, balance sheets, budget variance reports etc • Understanding of Safeguarding and child protection procedures • Experience of managing budgets and advising others.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to problem-solve • Excellent communication skills in written and verbal formats • Ability to build and maintain good working relationships • Ability to work accurately with numerical information • Excellent computer and IT skills with proficiency in MS Office • Ability to work under pressure and tight deadlines, and prioritize and organise workloads 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to solve problems 	

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Other	<ul style="list-style-type: none"> • Ability to travel independently to CET academies, mostly located in West Cumbria • Willingness and flexibility to support other CET academies as required • 	

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • It is the practice of Cumbria Education Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations. If this is not possible the Trust reserves the right to insist on changes to job descriptions after consultation. • All external appointment will be subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<ul style="list-style-type: none"> • Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post. • Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • All staff members are required to complete an enhanced DBS disclosure.
LOCATION	<ul style="list-style-type: none"> • Although the role will be based at the Trust's head offices in Brampton, the postholder will be required to work at other Trust / school locations as required.

<https://www.cumbriaeducationtrust.org/>