

Job Description

Job Title: Finance Associate

Location: The post is based at DEMAT's offices in Ely and involves travel to DEMAT schools and other Trust locations as required. Hybrid working is available.

Reporting to: Associate Finance Lead

Key Purpose

Support the Associate Finance Leads and the wider Finance Team in ensuring that all official financial reporting requirements are met (including but not limited to robust financial diligence and monitoring processes).

- Ensuring Headteachers fully understand their budget responsibilities and are equipped to make informed financial decisions adhering to budgetary requirements.
- Contribute to the development and maintenance of financial processes such that the Trust operates in strict adherence to all relevant accounting and other related regulations in delivering value for money.
- Perform core tasks with appropriate care and attention, communicating delays in a constructive and timely manner to ensure that DEMAT remains a strong and sustainable financial entity.

Main Responsibilities

Management Accounting

- Support the Finance Associate Lead and Headteachers in ensuring compliance with accounting procedures, including the preparation and monitoring of designated academy budgets. Including regular meetings.
- Prepare an actual budget/reforecast analysis for each Academy and the Trust at month end. Assist in gathering detailed information in supporting the variances.
- Prepare the monthly and annual financial statements, including budgets, financial reporting and other areas of work commensurate with the post.
- Review the receivables/payables ledgers for older balances and ensure they are flagged appropriately to the Finance Associate.

Financial Reporting

- Collate all relevant month-end information for designated academies and provide information in a timely manner, adhering to central team timetables, to Headteachers and Finance Associate

- Ensure accurate records and appropriate assistance for all DfE and ESFA returns.
- Prepare and respond to queries on the documentation for the recovery of VAT.

Systems/Operations

- Support the Finance Associates in devising appropriate accounting procedures to control, monitor and disburse each academy budget.
- Take responsibility for providing constructive suggestions on systems and process improvements, which may consider previous experience or feedback.
- Assist the academy to ensure that they are correctly monitoring payroll, effectively using resources alongside purchasing goods and services within agreed policy and regulations.
- Carry out accounting for DEMAT to include maintenance of accounting records and support the reconciliation of control and other accounts and preparation as required.

Compliance

- Assist with preparation of documentation required for the annual audit visit, and with any queries the auditors may have during their visits.
- Support the Associate Finance Leads with the implementation of audit requirements, as they impact financial activities in the schools within the Trust.

Project & Ad Hoc Support (Inc. conversions)

- Assist with providing project/ad hoc work as it arises, ensuring key deliverables and deadlines are met within the agreed timescales.

Working as part of a team

- Manage schedules proactively, which includes identifying and seeking appropriate support in a timely manner.
- Cover for and support Finance Associates within the team as and when required.
- Prepare sufficiently for meetings with Head Teachers and your line manager or the wider Finance/DEMAT team.
- Ensure the standards and Trust ethos are maintained and always upheld, whether in the Ely office or out at the Academies.

The main duties and responsibilities are not intended to be exhaustive. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The post involves travelling to schools and attending a Finance Team Day in the Ely Offices once per week.

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Trust
Ambition

Person Specification

Qualifications	Essential	Desirable
GCSE's Grade C and above (Maths and English)	✓	
AAT or equivalent		✓
A valid Full UK driver's license and access to a vehicle for travel between schools	✓	
Experience		
Experience of record keeping, information retrieval and dissemination of documentation/data to others	✓	
Experience of working with finance packages	✓	
Good ICT skills	✓	
Experience of reporting and explaining financial information	✓	
Experience in school finance		✓
Skills, Attributes and Knowledge		
Excellent written and verbal communication skills	✓	
Able to see tasks through to a successful conclusion	✓	
Able to work to deadlines and pay attention to detail	✓	
Work effectively within a team	✓	
Confidence in delivering difficult messages to senior staff		✓
Personal Qualities		
A flexible, can-do approach and a practical, strategic approach to problem solving	✓	
Self-motivated, well-organised and resilient; able to use initiative to work to a high standard with minimum supervision, within a team context	✓	
Personal integrity, trustworthy, honest and open, willing to take responsibility for actions and consequences	✓	
Good communicator with excellent interpersonal skills	✓	

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