

**Job Title:** Assistant Finance Associate

**Reporting to:** Associate Finance Lead

### **Key Purpose**

The Assistant Finance Associate will support the Associate Finance Leads and wider Finance Team in delivering high-quality financial support and reporting across the Trust. Working closely with Finance Associates and senior colleagues, the postholder will assist in ensuring financial processes are completed accurately and efficiently whilst developing their knowledge and experience within school finance.

The role will provide support to schools and Trust leaders by helping to prepare financial information, maintaining financial records, and assisting with budget monitoring and reporting. The Assistant Finance Associate will receive guidance, mentoring and professional development from experienced Finance Associates and Associate Finance Leads, enabling them to build the skills and knowledge required to progress within the finance function.

The postholder will contribute to the development of effective financial processes, support compliance with relevant financial regulations and help ensure that Grace Schools continues to provide value for money and strong financial stewardship.

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## **Main Responsibilities**

### *Management Accounting*

- Support Finance Associates and Associate Finance Leads with the preparation and monitoring of academy budgets.
- Assist in preparing actual versus budget/reforecast analyses and gather supporting information to explain significant variances.
- Help prepare financial reports, budgets and management information for academies and the Trust.
- Review receivables and payables ledgers and raise any concerns regarding aged balances with the relevant Finance Associate.
- Attend academy meetings alongside Finance Associates where appropriate to support the provision of financial information.

### *Financial Reporting*

- Collate month-end financial information for designated academies and provide information in line with agreed timetables.
- Support the preparation of financial returns and reporting requirements.
- Assist with maintaining accurate records for DfE and ESFA returns.

- Support the preparation of VAT recovery documentation and assist with responding to related queries.

#### *Systems and Operations*

- Support Finance Associates in implementing and maintaining effective financial controls and accounting procedures.
- Assist academies in monitoring payroll expenditure and purchasing activities in accordance with Trust policies.
- Maintain accounting records and assist with reconciliations and other finance administration activities.
- Contribute ideas for process improvements and increased efficiency within the finance function.

#### *Compliance*

- Assist with preparing documentation required for internal and external audits.
- Support Finance Associates and Associate Finance Leads in implementing audit recommendations and ensuring compliance requirements are met.
- Maintain accurate records and documentation to support financial governance requirements.

#### *Project and Ad Hoc Support*

- Assist with finance projects, academy conversions and ad hoc tasks as required.
- Support the delivery of project milestones and deadlines under the guidance of Finance Associates and Associate Finance Leads.

#### *Working as Part of a Team*

- Work collaboratively with Finance Associates, Associate Finance Leads and colleagues across the Trust.
- Seek support and guidance appropriately to ensure tasks are completed effectively and on time.
- Provide cover and assistance for other members of the finance team when required.
- Prepare for meetings and contribute positively to discussions with Headteachers and Trust colleagues.
- Uphold Grace schools' values, standards and professional expectations at all times.

The duties outlined above are not intended to be exhaustive and may be amended to meet the evolving needs of the Trust. The postholder may reasonably be required to undertake duties of a similar nature commensurate with the grade of the role.

## 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	✓	
<b>Experience</b>		
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		✓
<b>Skills, Attributes and Knowledge</b>		
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	✓	
<b>Personal Qualities</b>		
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	✓	