



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



FINANCE ASSISTANT

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Finance Assistant

Reporting to: Finance Manager

Job Purpose: The Finance Assistant will establish good working relationships with a range of internal and external colleagues and partners.

To develop finance specific skills to provide effective and efficient finance support. Contributing to the central team to meet the operational needs of the Trust and its stakeholders.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES..

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

To build up the necessary skills and work proactively to support the team and service delivery by:

- Processing orders and invoices.
- Undertaking bank and credit card reconciliations.
- Updating and transferring data.
- Working closely with other members of the central finance team.
- Monitoring and managing central finance inboxes.
- Handling incoming calls from colleagues.
- Providing an excellent standard of customer service.
- Using the computer to send emails.
- General associated finance administration duties.
- Working in a busy, friendly Trust as part of a team.
- Working within current Data Protection requirements, Information Sharing protocols and guidelines.
- To attend training as determined appropriate in relation to working practices.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by management.

PERSON SPECIFICATION

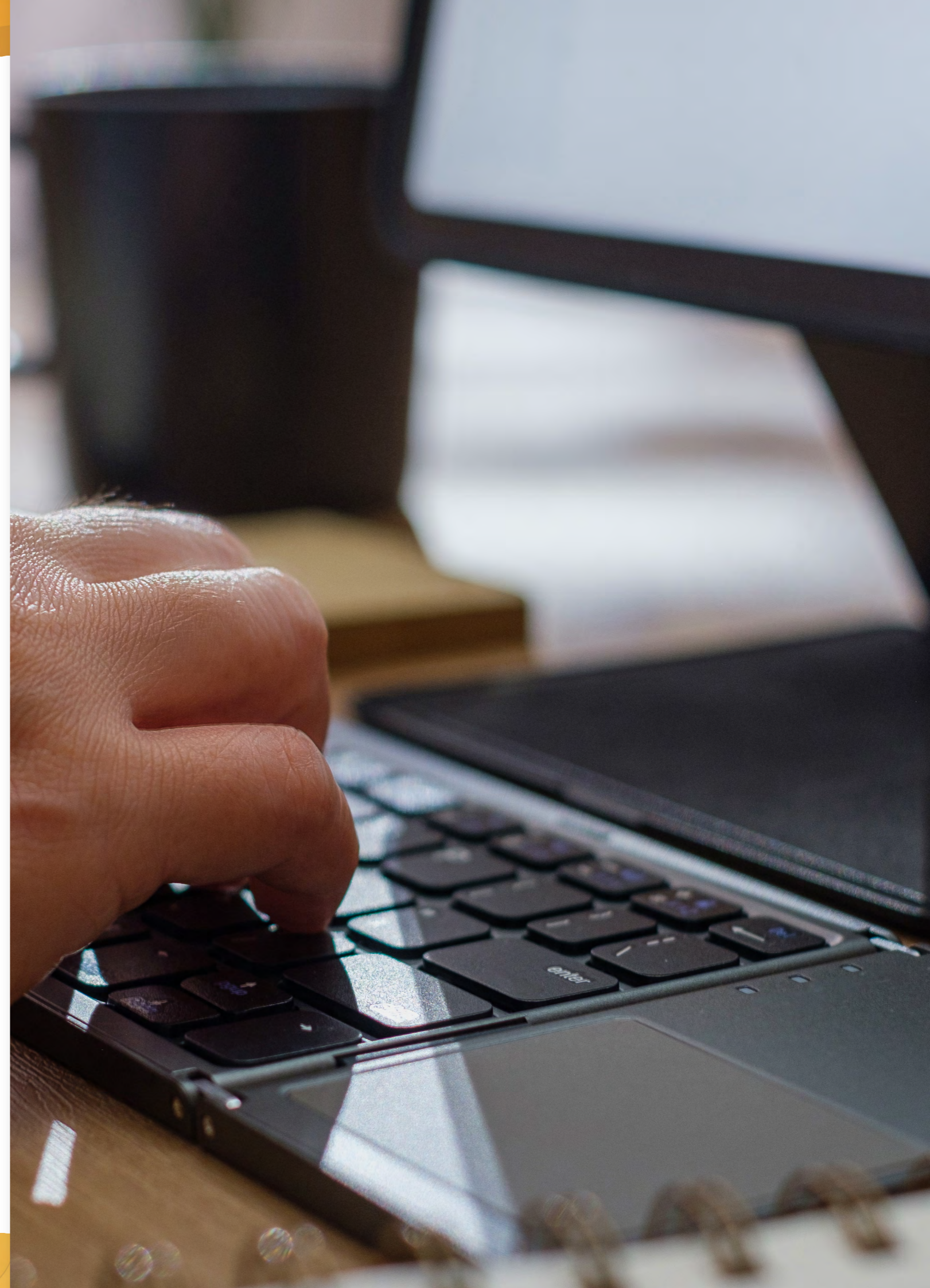
ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	E1	Band 2 (SCP 4) 3 GCSEs at Grade A-C or 4-9 or equivalents including Maths, English	AF, C
	E2	Band 3 (SCP 5) - AAT Level 3 qualification or equivalent in the related field	AF, C
	E3	Full, clean driving licence	AF, C
EXPERIENCE & KNOWLEDGE	E4	Recent experience in using Microsoft Office packages, eg; Excel	AF, R
	E5	Passion for finance	AF, R
SKILLS	E6	Commitment to own personal and professional development	AF, I
	E7	Effective communication and organisation skills	I, R
	E8	Good standard of IT skills	I, R
SPECIAL REQUIREMENTS	E9	Pleasant and friendly manner	I, R
	E10	Reliable	R
	E11	A high level of personal cleanliness and appearance	I, R
	E12	Flexibility	I
	E13	Professional approach	I, R
	E14	Self-motivated	I, R
	E15	A commitment to working as part of a team and supporting the vision and aims of our Trust	I, R
	E16	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	I, R

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EXPERIENCE & KNOWLEDGE	D1	Recent experience in using Finance software	AF, C

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References





BISHOP HOGARTH

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Thank you for your interest in our vacancy



www.bhcet.org.uk



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