

Job Description

Post Title:	Academy Finance Assistant
Location:	George Spencer Academy
Salary/Pay Range:	NJC6-10
Hours of work:	Full Time, 37hours per week, term time + 2 weeks
Reporting to:	Operations Manager

Purpose of Role

- The post holder will carry out the processing of financial transactions through the financial and accountancy systems to ensure the provision of accurate and timely financial information to the Academy's management, The Spencer Academies and external bodies as required.
- To assist with the monitoring of the Academy's financial resources and provide transactional delivery of the accounting system in line with the Trust's financial controls.

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties, the nature of the academic year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Undertake responsibility for the day to day financial administration of the academy.
- Raising orders for goods and services where necessary and supporting budget holders in this process.
- Managing and overseeing the sales ledger including maintaining customer details, raising sales invoices, banking and recording income, customer reconciliations, statements and communications.
- Generate all invoices and confirm payment for all facility users including Venue Booker every month.
- Undertaking all aspects of cash handling in line with the Trust and DfE policies and procedures, ensure timely banking of funds received, and processing within accounting and parent pay systems.
- Calculation and administration of internal recharges between departments.
- Manage Arbor queries, Microsoft NAV queries, new supplier forms and expenses queries.
- Have a thorough understanding of Spencer Academies Trust Finance policies and procedures so that guidance can be effectively communicated to staff across the Academy, for example guidance on; payment of expenses, setting up new vendors, raising purchase orders.

- To liaise with the Central Finance Team and particularly the Academy's Finance Partner to provide additional information to support budget planning and variance analysis. To help complete year end adjustment schedules

Other duties include:

- To support the Educational Visit Coordinator in authorising off-site visits and events.
- To assist in control and maintenance of general stationary store and stocks.

Personal and Professional Conduct

An Academy Finance Officer is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

- Academy Finance Officers uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school, by:
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an Academy Finance Officer's professional position.
 - Having regard for the need to safeguard students' wellbeing in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Academy Finance Officers must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.
- Academy Finance Officers must have an understanding of, and always act within, the national occupational standards for supporting teaching and learning in schools.

General

- Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
- Holiday leave will be in line with the policy for non-teaching staff i.e. for this role annual leave cannot be taken during term time.
- Work in a professional manner, with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust and Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive; the post-holder may be required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name:	
Signature:	
Date:	