

## Job Description

**Post Title:** Senior Finance Assistant

**Location:** Spencer Academies Trust

**Salary/Pay Range:** NJC18 – NJC22 (5-point range) depending on experience and qualifications

**Hours of work:** Full Time - all year round (Part time - all year round will be considered)

**Reporting to:** Head of Finance and Financial Control

### Purpose of Role

This role is a key facilitator to the smooth working of our academies. The postholder will be responsible for assisting the finance team in managing the Purchase and Sales Ledgers of the Trust, with particular responsibility for payment to our suppliers, and for credit control.

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy 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:

### Main Duties and Responsibilities

Specific responsibilities include:

- Supervising and co-ordinating the Trust Central Finance Assistants
- Creation and maintenance of supplier accounts
- Preparing and processing weekly payment runs, and ad hoc payments as required
- Processing purchase invoices and staff expenses across the Trusts Schools and Central team
- Processing credit card transactions and reviewing and managing credit card applications
- Reconciliation of supplier statements, and review/reconciliation of all creditor balances
- Handling any enquiries or disputes with suppliers
- Credit control ensuring all debtors are carefully monitored and payments are made promptly, taking appropriate action where necessary and liaising with staff across the Trust to ensure all debts are recovered promptly
- Liaising with the Academy staff and other central finance team members as appropriate to resolve queries in an appropriate and timely manner
- Ad hoc tasks as requested by the Chief Financial and Operations Officer and Head of Finance
- Visiting our academies to help with training administration and finance staff.
- Training new finance assistants within the team

**General**

- Work in a professional manner and 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 (for example VAT, Employment Status, Data Protection)
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review 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 supporting its values of aspiration, partnership and responsibility, 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 maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>		
GCSE English and Mathematics Grade A to C or equivalent (Certificates to be available at interview)	✓	
Appropriate financial qualification – AAT equivalent		
Previous experience of financial procedures	✓	
Experience and ability to work with a degree of autonomy within agreed boundaries	✓	
Ability to deal with suppliers on the phone	✓	
Ability to deal confidently with debtors	✓	
Experience of using Financial Management Systems and accounting packages	✓	
Full driving licence	✓	
<b>Knowledge and skills</b>		
Good working knowledge and experience of using ICT; Word, Excel and relevant software	✓	
An understanding of child protection, Health & Safety and Data Protection policies		✓
<b>Personal qualities</b>		
Excellent communication and presentation skills both verbal and in writing	✓	
Excellent organizational skills and ability to work with a high degree of accuracy, with meticulous attention to detail	✓	
Ability to prioritise, meet deadlines and organize effectively	✓	
Working with both financial and non-financial people within the organisation, with the ability to extract and explain financial information.		✓
Good interpersonal skills	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Able to work in a team, accept delegated responsibility and delegate as appropriate	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Ability to evaluate own development needs and those of others and to address them		✓
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	