



FINANCE ASSISTANT

Start Date: ASAP

Salary: Grade 3 Pt6 – 9 £21,363 - £22,890 Actual Salary

Contract Type: Permanent

Working Hours: 37 Hours per week – 39 weeks per year

The Finance Assistant is a key role in the Infinity Academies Trust Core Team. Reporting to the Assistant Finance Manager, the Finance Assistant will support the finance function for the 17 academies within the organisation. The role will include but not be exhaustive and will operate to provide a comprehensive financial support service to the Headteachers, Staff, Trustees and Academies.

Primary responsibilities and duties

- Process purchase orders, delivery notes and manage invoice and payment according to Trust policy.
- Receive and receipt all income, process through the financial management system, ensuring secure banking.
- Reconcile corporate card spend and post into Access as per Trust policy.
- Raise invoices for goods and services supplied to other academy partners and any external users of the academy.
- Reconcile and post all direct debit payments to the bank account.
- Upload bank statement information to Access and complete bank reconciliation to be reviewed by Assistant Finance Manager
- Chase debts and process refunds for dinner money, trips and music lessons using our software.
- Sort and distribute finance post as necessary.
- Maintain up to date filing system.
- Producing spreadsheets and reports showing analysis of various costs and information as required.
- Process the reconciliation of trip income and ensure that all trust procedures are followed to ensure that the viability of the trip can take place under guidance from the Assistant Finance Manager
- Undertake a diverse range of administrative duties within the Trust, to ensure well presented and accurate correspondence, reports and other documentation as directed by the Core Services Team leaders and Directors.

This role has a requirement to be based at the Trust Central Office based at Infinity Academies Trust, Woad Farm Road, Boston, Lincolnshire, PE21 0EF.

**Person Specification**

Essential	Desirable	Measure
Qualifications		
<ul style="list-style-type: none"> Previous experience within a finance role 	<ul style="list-style-type: none"> Experience of working within a MAT or School Relevant AAT Qualification 	Application Form/Interview
Experience		
<ul style="list-style-type: none"> Experience of working within education, public or charity sector Experience of using computer based accounting packages. 	<ul style="list-style-type: none"> Financial Experience 	Application Form/Interview
Knowledge		
<ul style="list-style-type: none"> Competent IT user Competent with multiple discipline accounting software Understand payroll functionality and processes Understand basic accounting processes and procedures 	<ul style="list-style-type: none"> 	Application Form/Interview
Personal Attributes		
<ul style="list-style-type: none"> Ability to prioritise workload and work to deadlines Approachable and able to work as part of a larger team supporting others Demonstrate a strong customer focussed approach to all Willing to act on own initiative Good organisational skills Willingness to adopt a flexible and collaborative approach to tasks 		