

# Job Description

|                        |   |
|------------------------|---|
| <b>Role</b>            | Finance Assistant   |
| <b>Reports To</b>      | Finance Manager and Finance Director  |
| <b>Location</b>        | NSCT Central Services – Harmony House, Cuckoo Hall Lane, London N9 8DR<br>Travel to multiple sites within the Trust may be required   |
| <b>Working Pattern</b> | Monday to Friday – 36 hours per week  |
| <b>Contract Type</b>   | Permanent<br>52 weeks per year  |
| <b>Salary</b>          | NSCT Pay Range 11 – 13<br>FTE Salary: £25,351 – 26,171<br>NSCT Health Cash Plan + Generous Pension  |
| <b>Annual Leave</b>    | 24 days + 8 Bank Holidays<br>Holiday year runs from 1 <sup>st</sup> September – 31 <sup>st</sup> August. Annual leave entitlements are calculated in your salary. No additional paid leave is provided and leave is taken during school closures. |

## Job Purpose

The Finance Assistant plays a key operational support role within the Multi-Academy Trust's finance function, supporting all four academies. The role is responsible for the accurate, timely and compliant processing of financial transactions, including purchase orders, creditor payments, income processing and the monitoring and control of Trust expenditure, in line with Trust policies and procedures and within the Trust's financial management system.

The postholder will support effective supplier and creditor management, payment runs, reconciliation of accounts and maintenance of accurate financial records. Working closely with the Finance Team, they will contribute to strong internal controls, efficient financial operations and the effective use of Trust resources across all academies, supporting budget management and financial reporting processes.

Employees will be expected to comply with any reasonable request from their line manager and senior leadership team to undertake work of a similar level and grade that is not specified in this job description. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

## Key Responsibilities

### Financial processing and administration:

- Provide efficient first-line finance support to all academies and staff across the Trust.
- Ensure compliance with all Trust financial regulations, policies and procedures.
- Process day-to-day financial transactions, including purchase orders, supplier invoices, staff expenses and payments in line with Trust policies and procedures.
- Accurately input financial data into the Trust's finance system and ensure appropriate document control, filing and audit readiness.
- Raise sales invoices (excluding lettings income) and ensure accurate recording.

**Supplier and creditor management:**

6. Liaise effectively with suppliers and creditors to resolve account queries, place orders and manage returns, ensuring accurate and timely processing of invoices, credit notes and refunds, and that supplier accounts are maintained and reconciled in accordance with Trust procedures.
7. Produce regular payment runs in line with agreed procedures and timescales, ensuring suppliers are notified and payments are correctly recorded to the bank account on a weekly basis.
8. Manage secure payments using the Trust procurement card (debit card) where appropriate, ensuring accurate and timely reconciliation and posting of transactions.

**Financial monitoring and reconciliation:**

9. Undertake monthly review and reconciliation of aged creditor reports and open purchase orders to ensure that the outstanding position for the Trust is kept up to date and corrected where required.
10. Process and reconcile income received into the bank account, including ESFA funding, Local Authority payments, parent payments and childcare income.

**Other duties:**

- Support and provide guidance to Trust and school-based staff on financial systems as required.
- Maintain the Trust contracts register, ensuring all new and renewing contracts are accurately recorded and up to date.
- Process monthly online claims for nursery milk funding in accordance with current requirements.
- Process and respond to day-to-day financial correspondence.
- Work collaboratively with the Finance team and complete other duties as deemed necessary.

## **Ethos:**

- Support the Trust’s vision, mission and strategic priorities, contributing to the achievement of “Stronger Together”.
- Act as a professional ambassador for the Trust, representing its values within your role and wider community.
- Demonstrate and uphold the Trust’s values of inclusion, ambition, support, kindness and integrity in all aspects of practice.
- Build and maintain positive, respectful and professional relationships with colleagues, parents, carers, stakeholders and the wider community.
- Actively contribute to Trust-wide initiatives, events and community engagement, reflecting the Trust’s commitment to Education, Community and Opportunity (ECO).
- Work collaboratively with colleagues across the Trust to support high standards and continuous improvement for all pupils.

## **Professional development and collaboration:**

- Engage fully in professional development activities and performance management processes, demonstrating a commitment to continuous professional growth.
- Collaborate effectively with colleagues across the Trust to share good practice and contribute to sustained improvement in teaching and learning.
- Remain open to new ideas, evidence-informed approaches, technologies and strategies in line with Trust priorities and educational developments.
- Contribute constructively to quality assurance and internal review processes, working with senior leaders to support professional learning and improvement.

## **Safeguarding and well-being:**

- Promote and uphold a culture where safeguarding and the welfare of children and young people is everyone’s responsibility.
- Comply fully with statutory safeguarding requirements, including Keeping Children Safe in Education (KCSiE) and all Trust safeguarding policies and procedures.
- Act promptly on any safeguarding concerns or disclosures, following Trust reporting procedures without delay.
- Contribute to the creation of a safe, secure and supportive environment for pupils and staff, both physically and emotionally.
- Engage in all mandatory safeguarding training and ensure knowledge is kept up to date in line with role requirements.
- Promote inclusion, mental health awareness and well-being, recognising their importance in supporting positive outcomes for pupils and staff.

## **Professional conduct and compliance:**

- Adhere to all Trust and academy policies, procedures and codes of conduct, ensuring consistency with organisational expectations.
- Comply with health and safety requirements to maintain a safe working environment for pupils, staff and visitors.
- Promote equality, diversity and inclusion in all aspects of practice, ensuring a culture free from discrimination or harassment.

- Uphold British Values and comply with the Prevent Duty in line with statutory guidance.
- Contribute to the Trust’s strategic priorities through professional behaviour, attitude and practice.
- Engage positively with audits, inspections and quality assurance processes to support accountability and continuous improvement.
- Maintain high standards of professionalism in conduct, communication and appearance, acting as a role model at all times.
- Build and maintain positive relationships with parents, carers, stakeholders and the wider community in support of Trust objectives.
- Participate in outreach and engagement activities that strengthen links between the Trust, families and the wider community.

## Acknowledgment and Agreement

I acknowledge that I have read and understood the job description and the Trust Expectations Framework. I agree to carry out the duties of the role to the best of my ability and in accordance with the Trust’s policies and procedures.

|                       |                            |              |
|-----------------------|----------------------------|--------------|
| <b>Employee Name:</b> | <b>Employee Signature:</b> | <b>Date:</b> |
|-----------------------|----------------------------|--------------|

# Job Specification

| <b>Qualifications (or equivalent qualification)</b>  | <b>Essential</b>                    | <b>Desirable</b>                    |
|--|-------------------------------------|-------------------------------------|
| Grade 4 (C) or above GCSEs in English / Mathematics  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Education to A level standards   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| AAT Level 2 or 3 (or working towards it)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Evidence of ongoing Continuous Professional Development (CPD)  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Professional Experience</b>   | <b>Essential</b>                    | <b>Desirable</b>                    |
| Demonstrated experience in a finance administrative role   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Working within a multi-academy trust, academy or wider education setting.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Engaging with stakeholders to build strong, collaborative relationships and aligned goals  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Skills and Knowledge</b>  | <b>Essential</b>                    | <b>Desirable</b>                    |
| Proven ability to maintain accurate financial records and documentation  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Involvement in supplier/creditor management and payment processing   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exposure to bank reconciliations and/or month-end processes  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Excellent communication skills, with the ability to interact clearly and professionally  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Confident in using clear, concise language to convey information verbally and in writing   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Proficient in drafting professional correspondence, emails, reports and completing forms accurately and efficiently                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ability to analyse data and implement effective operational strategies to improve outcomes within your role                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Proficient in IT, including Microsoft 365 applications, particularly Excel   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Familiarity with role-specific platforms such as computerised finance or data systems  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Awareness of online safety and responsible use of digital tools  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Understanding of safeguarding, child protection and health & safety  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Knowledge of equality, diversity and inclusion   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Understanding of GDPR and data protection regulations in education   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Attributes</b>  | <b>Essential</b>                    | <b>Desirable</b>                    |
| An aptitude and interest in finance administration systems, processes and practices  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Communicate professionally and respectfully with pupils, staff and the wider community, using clear verbal, written and interpersonal skills | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Work collaboratively and constructively with colleagues and the wider academy community to support a positive environment                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Handle disagreements and challenging situations calmly and professionally, promoting respect and resolution                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Remain calm, approachable and solution-focused under pressure and when challenged  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Prioritise the safety, wellbeing and development of pupils and staff   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Take the initiative and respond proactively to the needs of pupils and colleagues  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Be punctual, reliable and committed to professional responsibilities   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Manage time effectively, meet deadlines and adapt to changing demands  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Demonstrate strong organisational skills with accuracy and attention to detail   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exercise discretion and maintain confidentiality when handling sensitive information   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Uphold ethical standards and demonstrate high levels of trust and integrity  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Aligned with Trust values, demonstrate a positive attitude and act as a role model   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Value diversity and actively contribute to an inclusive environment for all  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Engage in self-reflection, embrace professional development and use creativity and technology to enhance practice                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |