

Fortis Trust – Job Description

POST TITLE

Finance Assistant

RESPONSIBLE TO

Finance Manager

PURPOSE OF JOB

To assist in the provision of an efficient finance service to support the smooth operation of the academy.

1. DUTIES AND RESPONSIBILITIES

- 1.1 To assist the Finance Manager in managing the day-to-day organisation of the Budget and other related accounts.
- 1.2 To fully advise and support the Finance Manager & CFO in the discharge of their duties, by ensuring maximum efficiency in all aspects of delegated authority.
- 1.3 Establishing and developing links with LA Finance Staff, Auditors and Consultants with the purpose of facilitating good financial control development and enhancing staff knowledge, skills and expertise.
- 1.4 Assisting the Finance Manager to achieve the requirements of DfE Financial Management and Audit standards when managing the Budget and other related accounts.
- 1.5 To work in partnership with the Finance Manager & CFO in effectively managing the Budget & other Related Accounts.
- 1.6 To assist the Finance Manager with the organisation and day-to-day management of all financial matters.
- 1.7 Assist the Finance Manager to devise, prepare and set a detailed budget for approval by the Principal, CFO, CEO, Trustees and DfE
- 1.8 Responsible for processing purchases in accordance with the principles of 'best value'
- 1.9 Negotiating contracts in collaboration with the Finance Manager and CFO in accordance with the principles of 'best value'
- 1.10 Assist the Finance Manager to develop sound financial systems for maximising resource efficiency
- 1.11 Assist with the monitoring and profiling of the expenditure in each budget heading in collaboration with Leadership & other Teaching Staff.
- 1.12 Monitor the income due, including issuing invoices and ensuring receipt
- 1.13 Control and monitor the receipt of goods and services and the checking of deliveries
- 1.14 Ensure the prompt input of invoices onto Finance System
- 1.15 To advise all staff on resourcing issues
- 1.16 To ensure that all computerised records/management information systems relating to finance are maintained
- 1.17 To be responsible for the collection of monies from pupils in connection with school trips
- 1.18 Reconcile sales ledger income with invoices.

- 1.19 Monitor Supplier statements and highlight any discrepancies to Finance Manager
- 1.20 Monitor grant spending and highlight any issues to Finance Manager.

2. RELATIONSHIPS

- 2.1 To establish strong positive working relationships with other members of the Administration Team.
- 2.2 Build positive relationships with all members of the Academy and Trust community, maintaining a positive attitude.
- 2.3 To promote and foster good relationships and effective liaison with parents.
- 2.4 To promote and foster good relationships and effective liaison with other Fortis Trust Staff.
- 2.5 To promote good relationships and effective liaison with all appropriate external agency professionals involved with the Trust.
- 2.6 To promote goodwill and positive public relations with individuals and groups in the local area and the wider community.

3. OTHER RESPONSIBILITIES

- 3.1 To carry out any other 'reasonable' duties as designated by the Principal.
- 3.2 To carry out duties as contained in your Fortis Trust contract.

This job description may be amended at any time in consultation with the post holder and will be reviewed annually.

The key tasks listed above are only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

Prepared June 2026

Next Review Date:

Principal's signature:

Date:

Post holder's signature:

Date:

Fortis Trust – Person Specification
POST TITLE - Receptionist/Administration Assistant

KEY CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working within a finance office/dept. • Finance experience • Computer literate, particularly in use of Microsoft Excel • Understanding of Data Protection and Confidentiality 	<ul style="list-style-type: none"> • Experience of Iris financials in an education setting • Experience of Access education Finance • Experience of working in a school environment
Qualifications	<ul style="list-style-type: none"> • GCSE's or equivalent in English and Mathematics at grade C or above 	
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff • Ability to work with due regard to confidentiality, data protection and safeguarding at all times • Good organisational skills • Ability to follow set procedures and use own initiative in a busy environment • A positive role model of professional practice and conduct of others 	<ul style="list-style-type: none"> • Understanding of academy/specialist post 16 institution funding
Attributes & Attitudes	<ul style="list-style-type: none"> • Punctual and reliable • Flexible approach, including a sense of humour and positive attitude toward work • Calm, tactful and collaborative manner • Trustworthy and discreet for confidentiality • A team player who is enthusiastic and willing to work with others 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equality, diversity and inclusion formed by practical experience and application 	
Safeguarding	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to form and maintain appropriate relationships and personal boundaries with students 	