

Ridgeway Education Trust

Post: Finance Assistant

Grade: 6/7 - depending on experience (£26,824 - £31,022 pa FTE pro-rata for hours agreed) – Pay award pending April 2026

Hours:

Full time or Part time considered (Part time - Minimum 30 hours per week)

All year round or Term-Time plus 3 weeks* (41 weeks) considered

*includes INSET days

(Candidates should specify their preference on application)

Responsible to: Finance Officer (Exchequer)

Responsible for: There are no line management responsibilities associated with this post.

Purpose of the Job

To undertake a range of finance responsibilities in order to support teaching and learning and ensure the Trust day to day financial tasks are undertaken in an efficient and effective manner in accordance with the Trust Finance Manual and Scheme of Delegation.

Principal Responsibilities

- Process supplier invoices/credit notes accurately in line with the approval workflow
- Match invoices to purchase orders
- Process staff expense claims
- Process internal recharge transactions
- Receipt ParentPay/ParentMail/Arbor parental income onto the finance system
- Raise sales invoice to customers upon request
- Ensure correct coding of transactions to the general ledger accounts & cost centres
- Use the budget matrix to manage approver workflows ensuring invoices are marked for the correct approver in line with the thresholds
- Refer to Trust Finance Manual and Scheme of Delegation to ensure orders/invoices processed in accordance with these
- Prepare & check weekly payment runs
- Purchase orders - raise as required, email to suppliers / Review historic orders
- Review unapproved invoices and follow up with approvers to ensure timely payments
- Respond & resolve internal and external queries via email and telephone
- Manage and maintain central Finance inbox highlighting any request that is urgent
- Maintain accurate and auditable records
- Receipt cash in accordance with the cash handling policy
- Prepare cash for banking / Maintain accurate cash records
- Use the month end timetable effectively, ensuring deadlines are met and tasks marked as complete when actioned
- Use Trust corporate credit card for ad-hoc purchases in line with Trust Credit Card usage policy
- Reconcile monthly credit card transactions onto Lloyds expenses account (CCDM)
- Undertake such other reasonable duties and activities as may be required from time to time as directed by postholder's line manager, Finance Officer (Exchequer), Deputy CFO or CFO.

The postholder will be based at Didcot Girls' School but expected to operate flexibly, as a part of a single trust finance team, should occasional presence be required at one of the other Trust schools.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person Specification:

Essential

- Positive outlook & ability to work well under pressure
- Ability to manage multiple tasks and prioritise workload
- Strong organisational skills
- High level of attention to detail and accuracy
- Good IT skills and ability to learn and proficiently use the school finance systems
- Basic level of Excel skills (pivot tables, basic formulas, sorting & filtering)
- Strong interpersonal skills with the ability to communicate well with a range of stakeholders, including but not limited to budget managers, staff, students, parents and suppliers
- Good numeracy and literacy skills/qualifications and strong administrative skills
- Ability to work flexibly and constructively as a part of a team and on own showing initiative and proactiveness
- Flexible approach and the ability to adapt to change within the working environment
- A confident, helpful and friendly manner
- Humour and resilience
- Experience of working in a finance environment and using financial systems

Desirable

- Experience of working within the education sector
- Iris Financials experience