

Finance Assistant

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

The purpose of this role is to provide supportive, reliable and high-quality financial assistance across the Trust, helping schools and central teams to run smoothly and effectively. By carrying out a range of day-to-day finance tasks with care and attention to detail, the postholder will play an important part in ensuring public funds are used wisely, compliance is maintained, and colleagues are supported - ultimately contributing to a positive environment where resources are managed well for the benefit of all students.

Key areas of responsibility:

Purchase Ledger

To assist with the daily function of the purchase ledger function across the Trust:

- Timely and efficient ordering of goods and services in line with Trust policies and procedures (including 'best value') where required
- Ensure that requests for suppliers and services adhere to the Academy Trust Handbook and Trust's Financial Regulation Manual
- Processing of creditors' invoices using the Trust's financial software in accordance with supplier terms and conditions and the Trust's policies.
- In liaison with the Trust Finance Manager, upload BACs supplier payments for approval.
- Processing of the direct debit payments onto the finance software.
- Liaising with the Finance Manager to ensure there are sufficient funds to meet supplier payments.

General Finance

- Daily monitoring of the generic 'Finance' email box ensuring messages are dealt with in a timely manner.
- Prepare VAT monthly report for approval.
- Process credit card invoices/receipts and reconcile to credit card statement.
- Allocate Tax-Free Child-Care vouchers to relevant school.
- Update accrual and prepayment schedules.
- Maintaining contract/SLA records, including monitoring renewals and resolving queries.



- Allocate school cashless system payments from bank
- Processing of sales invoices, ensuring they are accurate, issued in a timely manner, and that customer queries are dealt with promptly and efficiently.
- Setting up new suppliers and liaising with schools and suppliers where required.
- Performing ad hoc analysis and project work in support of the Trust Finance Manager.
- Contributing to process improvement projects to enhance efficiency and accuracy in financial operations.
- Any other duties which may be deemed appropriate to the role.
- Resolution of finance- related matters.
- Assisting in the processing of training requests (booking courses, travel arrangements, and accommodation requests) for central shared services.
- Assist Trust Finance Manager in reviewing, adopting, and updating appropriate financial policies and procedures, and monitoring compliance with this.
- Supporting with information for reports and internal and external audits.
- Sharing knowledge and best working practices with new colleagues joining the team.
- Follow Fraud prevention guidance.
- Adherence to GDPR legislation.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribution ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • 5 GCSE's A*-C, including English and Math's • Competent with IT • Experience with purchase ledgers, sales ledgers and supplier statements • Experience of working in a team environment • Experience handling general administrative duties 	<ul style="list-style-type: none"> • Willingness to study and obtain AAT qualifications • Level 3 accountancy qualification • Safer Recruitment training • Safeguarding training • Fire training • Health and Safety training • Experience of working in an education setting • Experience of schools' finance systems
Skills & Knowledge	<ul style="list-style-type: none"> • Strong written and verbal communication skills • Good ICT skills with excellent attention to detail • Strong numeracy and literacy skills • Ability to build effective working relationships with colleagues, suppliers and contractors • Confident working collaboratively within a team and adapting to changing priorities • Excellent organisational, prioritisation and time management skills • Ability to work independently on routine and non-routine tasks • Problem-solving skills with the ability to anticipate issues • Ability to review and improve systems and processes • Understanding of data protection and confidentiality requirements 	<ul style="list-style-type: none"> • Good understanding of safeguarding and compliance with Child Protection Procedures • Knowledge of finance related processes • Knowledge of funding for Multi Academy Trusts
Personal Qualities	<ul style="list-style-type: none"> • Calm, adaptable and able to work effectively under pressure and meet deadlines • Positive, enthusiastic and flexible approach to work • Reliable, punctual and trustworthy • Strong team player with excellent interpersonal skills • Professional in appearance and conduct • Commitment to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> • Enthusiasm towards learning and supporting the development of the business.

Other Factors

- Willingness to travel between sites and be flexible with working hours as required
- Satisfactory Safer Recruitment Checks
- Must show understanding of equal opportunities, principles and practices