

**Finance Assistant
Central Finance Team**

Salary: Grade 3 - Point 5-6 FTE (£29,434 - £29,855 - starting at £26,813 FTE)
Basis: 36 hrs per week, 41 weeks (term time plus 2 weeks)
Location: Trust Hub and may occasionally be asked to visit and work at Trust schools

Main Purpose of the job

To effectively manage and process financial transactions at a Trust level, operating within the Eko Trust's financial regulations and the scheme of delegation, having an up to date knowledge on the following:

- To use the Trust financial management system with accuracy according to the Trusts budget
- To create and raise electronic purchase orders; process goods-received notes, ensuring compliance to the school budget limits and authority levels
- Processing of purchases invoices
- Collating credit cards documentation and assisting with posting procedures
- Maintain accurate financial records
- Providing administrative assistance to the Snr finance officer as needed, including organising financial documents, filing and other tasks.
- To work as part of the Hub Business Team to help ensure the smooth running of the financial support service to all schools and the hub team
- To liaise and organise with professional organisations as deemed appropriate
- Reporting any discrepancies immediately to the Snr Finance Officer
- Alert the Snr Finance Officer of any non-compliance with procedures within schools
- To take responsibility for promoting and safeguarding the welfare of children and young people within the schools
- Select and make good use of ICT and other resources which enable the trust to stay financially viable, run smoothly and effectively

General Duties

- Actively contribute to and promote the overall ethos / work aims of the Trust and the schools.
- Participate in training and other learning activities and performance development as required
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the TSFO, TLF or TLFBO and accountant to carry out appropriate duties within the context of the job, skills and grade.

Key Relationships

You will report directly to the Trust Senior Finance Officer. You will work as a part of the central team.

This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder. The duties listed are examples of duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.

Person Specification

PERSON PROFILE	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • Minimum GCSE Grade C or equivalent in English Language & Maths • You should have experience as a Finance assistant or similar, who has excellent communication and customer service skills 	<ul style="list-style-type: none"> • School based financial experience • Working towards a recognised financial qualification
Knowledge and use of a range of equipment	<ul style="list-style-type: none"> • Ability to read and understand instructions • Ability to maintain a high level of confidentiality • Ability to use/operate general office equipment, including photocopiers and laminators • Be a competent user of ICT (in particular web browsers and Microsoft Office programs including Word, Excel and Powerpoint) with very good, accurate, keyboard and database skills • Be a competent user of Google Suite of apps • A high standard of literacy required for maintaining records and producing a range of written correspondence. 	<ul style="list-style-type: none"> • Knowledge of school related systems e.g. PSF, IMP, & Bromcom • A good understanding of GDPR and Data Protection Legislation • A good understanding of Child Protection and Safeguarding Children legislation • An awareness of health and safety procedures
Interpersonal and Communication Skills	<ul style="list-style-type: none"> • Ability to recognise and resolve or report problems • Good telephone manner • Ability to communicate clearly 	

<p>Relevant Experience</p>	<ul style="list-style-type: none"> ● Experience of financial work ● Have accuracy and attention to detail ● Ability to prioritise work and have a proactive approach to ensure deadlines are met. ● Flexible and reliable with a 'can-do' approach to being asked to carry out a variety of tasks ● Have the ability to multitask and withstand pressures at key points of the month and year ● Understanding of financial procedures, e.g. schedule of financial delegation 	<ul style="list-style-type: none"> ● Experience of an educational setting administration experience ● Experience of working in an inner city multicultural community ● An awareness of health and safety procedures ● A good understanding of Child Protection and Safeguarding Children legislation ● An understanding of GDPR and Data Protection Legislation ● Knowledge of the Trust's financial procedures, e.g. schedule of financial delegation
<p>Additional Requirements</p>	<ul style="list-style-type: none"> ● An enhanced DBS check is required for this post. ● The post holder must show a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults ● Demonstrate qualities of an effective team player ● Honesty and integrity ● Flexibility 	<ul style="list-style-type: none"> ● Willingness to work out of hours when requested