



Finance Assistant

Job Description & Person Specification

Reports to: Finance Lead/Central Finance Team (*with day-to-day direction from the Principal*)

Location: King's Academy Ringmer

Hours: 37 hours per week, 41 weeks per year (*part time hours will be considered*)

Salary: KGA Support Staff Pay Scale Band 5, Points 6–9 – £26,473–£28,239 per annum (FTE), £24,029–£25,632 pro rata.

Main Job Purpose

The Finance Assistant supports the day-to-day financial administration of the academy, ensuring that financial processes are accurate, timely and compliant with Trust procedures.

The postholder will assist with routine finance tasks including processing orders and invoices, maintaining financial records, and supporting reconciliations and reporting processes. The role works closely with academy staff and central Trust finance colleagues to ensure the smooth operation of financial systems.

In addition, the role will provide wider administrative support to the academy where required.

Principal Accountabilities

Finance Administration

- Process purchase orders, invoices and payments in line with Trust procedures.
- Assist with maintaining accurate financial records using academy systems (e.g. Arbor, ParentPay, Access Education Finance or equivalent).
- Support the preparation of BACS payment runs and associated financial documentation.
- Assist with income collection, including cash handling, banking preparation and recording.
- Support colleagues with ordering processes and routine budget queries.
- Support the administration of petty cash in line with financial controls.
- Assist with raising sales invoices and monitoring income received.
- Respond to routine finance queries from staff, suppliers and stakeholders.

Reconciliations and Reporting

- Support routine reconciliations (e.g. income, expenditure and account balances).
- Assist with month-end and year-end finance processes as directed.

- Prepare routine financial information and reports as required.
- Maintain spreadsheets and records to support financial monitoring.

Systems and Processes

- Ensure financial data is accurately recorded and maintained.
- Follow established financial procedures and support continuous improvement of processes.
- Use financial and administrative systems effectively (e.g. Excel, online banking systems and academy MIS).
- Maintain organised and up-to-date filing systems (electronic and manual).

Stakeholder Liaison

- Liaise with suppliers to resolve routine queries regarding invoices and payments.
- Work with academy staff to support ordering processes and resolve queries.
- Provide a professional and helpful point of contact for finance-related queries.

Wider Support

- Provide administrative support to the wider academy office where required.
- Provide occasional cover for reception or administrative functions as needed.
- Support finance-related aspects of trips, events or academy activities as required.
- Assist with general student services administration in the absence of a dedicated function, including:
 - Support the administration of lockers (e.g. allocation, key distribution and record keeping).
 - Assisting with the coordination of student-related resources and equipment.
 - Responding to routine student and parent queries and directing as appropriate.

Safeguarding

- Promote a culture of safeguarding within the academy.
- Report safeguarding concerns in accordance with Trust policies and procedures.
- Ensure financial and administrative processes are handled in a way that supports safeguarding and confidentiality requirements.

Health and Safety

- Comply with the Trust's Health and Safety policies and procedures.
- Ensure safe handling and storage of financial records and cash.
- Report any concerns in line with Trust procedures.

Equity, Diversity and Inclusion

- Promote inclusive practice and ensure fair and equitable processes.
- Treat all members of the school community with dignity and respect.
- Support the Trust's commitment to an inclusive working and learning environment.

General Responsibilities

- Participate in professional development and training where required.
 - Attend relevant meetings as appropriate.
 - Comply with all Trust policies including safeguarding, health and safety, and equality.
 - Undertake any other duties commensurate with the grade and nature of the post.
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Person Specification

Essential

Experience

- Experience of working in an administrative or finance support role.
- Experience of working with financial systems and/or handling financial data accurately.

Skills and Knowledge

- Good numeracy and attention to detail.
- Ability to organise and prioritise workload effectively.
- Good IT skills, including Microsoft Excel (or equivalent), with basic data handling and spreadsheet skills.
- Ability to follow processes and maintain accurate records.
- Good communication and interpersonal skills.

Personal Attributes

- Professional, reliable and discreet.
- Ability to work as part of a team.
- Ability to work independently within defined processes.
- Commitment to high standards of accuracy and service.

Desirable

- Experience working in a school or education setting.
 - Experience using Access Education Finance or similar financial systems.
 - Understanding of basic financial procedures and controls.
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This job description outlines the duties required at the current time and may be reviewed and updated in consultation with the postholder to reflect the changing needs of the Trust.