



**JOB TITLE:** Trust Finance Assistant

**LOCATION:** St. Martin's House, St. Martin's School, Hanging Hill Lane, Hutton, Essex  
(Occasional travel to DET schools may be required.)

**REPORTS TO:** Trust Senior Finance Officer

**SCALE:** Essex Schools Pay Scale 4 (pt 8-9)

**HOURS:** 25 hours per week, term time plus 10 days of which 2 are inset days

#### **JOB PURPOSE**

- To provide accounting and administrative support to assist the smooth running of the Trust's central finance team.
- To support with promoting best practice and ensuring compliance with financial processes and procedures.
- To provide operational financial services, advice and support to Trust schools in accordance with legislation, policies, procedures and current best practice.
- To develop and maintain high quality working relationships with the wider finance team across the Trust.
- To abide by the Trust's Financial Regulations and Academy Trust Handbook.

#### **KEY CORPORATE ACCOUNTABILITIES**

- To uphold a commitment to the Trust's Vision and Values.
- To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.
- These duties are neither exclusive nor exhaustive and the post holder may be required by the Chief Financial Officer, to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager.

#### **PRINCIPAL ACCOUNTABILITIES**

- To provide confidential general administrative support to the central Finance team.
- To assist in the smooth running of the central Finance team by handling correspondence including emails and using initiative to deal with telephone calls.



- To process orders, assisting staff with queries about suppliers and prices, as and when required.
- To process invoices promptly and accurately, matching them to purchase orders and delivery notes.
- To batch invoices for pay runs as appropriate
- To ensure accurate records are maintained on Iris Financials (PSF) to support payment and reconciliation processes.
- To complete new supplier checks
- Supplier statement reconciliation and filing.
- To process charge card transactions as appropriate.
- To process nominal receipts
- Process all transactions in a timely and efficient manner.
- To support with the preparation of cash for banking
- To assist in maintaining the asset inventory system.
- To assist with maintaining and updating Bromcom for school trips and resource items
- To assist with the compilation of year end documentation and audit file
- Ensure all prime documentation is kept for six years plus current
- Other ad-hoc administrative tasks.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in finance or financial administration	✓	
Working knowledge of finance policies and procedures.	✓	
Working knowledge of general school policies and procedures.		✓
Educated to Level 2 standard of education (including Mathematics and English at a minimum C grade [or grade 4] at GCSE or equivalent)	✓	
Confident using financial systems and IT packages	✓	
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Organisational and planning skills including prioritisation of tasks	✓	
Ability to work accurately with attention to detail.	✓	
Ability to work effectively as part of a team and on own initiative, contributing to its success.	✓	
Ability to establish rapport and successful working relationships.	✓	
Ability to work effectively as part of a team and on own initiative, contributing to its success.	✓	
Staying calm and cheerful when working under pressure	✓	
Commitment to the personal development of all pupils, staff and self	✓	
Knowledge and understanding of safeguarding issues.	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships.	✓	
Ability to maintain trust and be respected by staff.	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with pupils and staff.		✓
Commitment to safe-guarding and promoting the welfare of young people.	✓	
Flexible and adaptable.	✓	