



JOB DESCRIPTION

POST	FINANCE ASSISTANT
SCALE	Scale 5 (point 12-15)
HOURS	35 hours per week, 52 weeks per year
RESPONSIBLE TO:	Trust Regional Finance Manager (Greenwich)
LOCATION:	Trust Hub (Currently at Alderwood School) and may occasionally be asked to visit and work at Trust Schools.

PURPOSE OF JOB

To provide an effective and efficient administrative financial support service to the central finance office (currently at Alderwood School). To ensure its smooth running and that the Trust's financial procedures and practices are followed and meets the requirements of the ESFA.

General Duties

- Actively contribute to and promote the overall ethos/work aims of the Trust and the schools.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust's business at all times.
- To be responsible for the accuracy of day-to-day finance, in accordance with the Trust financial regulations and policies
- To be responsible for the placing and progressing orders, ensuring sufficient funds are available and that purchasing arrangements achieve best value for money
- To be responsible for the checking and recording of deliveries where necessary
- To be responsible for the checking and processing of invoices ensuring correct amounts of VAT are charged where applicable
- To be responsible for preparing payment runs and uploading the BACs files for authorisation.

- Collating credit card documentation and assisting with the posting of financial entries.
- Providing administrative assistance to the Finance Officers as needed, including organising financial documents, filing and other tasks
- To be responsible for authorising BACS payments of up to £100K where required
- To deal with suppliers and contractors to resolve queries
- To be responsible for the raising of invoices to parents and outside agencies as required and recording of income onto the finance system.
- To receive, record and process payments using the relevant financial systems
- To assist the Finance Officer with month end procedures, i.e. Bank reconciliation, payroll reconciliation and VAT claim narratives
- To contribute to the evaluation and development of financial systems and procedures.
- To advise trust staff on general finance issues in respect of day-to-day finance purchase orders
- To maintain the financial filing systems
- To support the preparing and distributing reports to budget holders on a regular basis to assist them in effectively managing their allocated funds
- To provide support to Finance Officers for both internal and external audit, ensuring compliance to procedures
- To support the Trust Regional Finance Manager with the budgeting process.
- To perform ad hoc analysis and pieces of work in support of the Finance Officer and Regional Finance Manager
- To ensure that financial regulations, audit requirements and the school's internal controls are followed at all times, immediately reporting any misdemeanours.
- Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- To undertake other duties commensurate to the grade of the post

FINANCE ASSISTANT - PERSON SPECIFICATION

EDUCATION AND TRAINING	ESSENTIAL	DESIRABLE
GCSE in English and Maths Grade C or above or equivalent qualification	✓	
Accounting or professional qualification		✓
Willingness and ability to obtain and / or enhance qualifications and training and development in post	✓	
RELEVANT EXPERIENCE		
You should have experience as Finance Assistant or similar, who has excellent communication and customer service skills	✓	
Strong attention to detail and able to produce work with a high level of accuracy	✓	
Ability to prioritise work and have a proactive approach to ensure deadlines are met	✓	
Flexible and reliable, with a proactive 'can-do' approach to managing multiple tasks.	✓	
KNOWLEDGE / SKILLS AND ABILITIES		
Working knowledge and experience of finance packages	✓	
Fully proficient in using IT systems, including Excel and Microsoft Word	✓	
Some knowledge of accounting, financial systems, processes, and procedures	✓	
Excellent interpersonal, communication and organisational skills	✓	
Excellent numeracy and literacy skills and attention to detail	✓	
Ability to use own initiative	✓	
Ability to plan own work schedule to meet agreed deadlines	✓	
Ability to work as a member of the team	✓	
Ability to build and form good relationships with children, staff and others	✓	
Ability to work under pressure and meet deadlines	✓	
Ability to show sensitivity and objectivity with confidential issues	✓	
A high standard of literacy required for maintaining records and producing a range of written correspondence	✓	
EQUAL OPPORTUNITIES		
Commitment to the Trust's Equal Opportunities Policy and acceptance of responsibility for its practical applications	✓	
Ability to apply the principles of the Equal Opportunities framework to working with children and adults in an education setting	✓	
SAFEGUARDING AND PROMOTOING WELFARE OF CHILDREN		
The post holder must show a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	✓	
OTHER JOB SPECIFIC REQUIREMENTS		
Understanding of Health and Safety issues	✓	
Demonstrate qualities of an effective team player	✓	
Honesty and Integrity	✓	

