

Fioretti Trust

Central Finance Assistant

Job Title:	Central Finance Assistant		
Salary:	GR2	Hours:	36.5 hours per week Term Time Only
Contract Type:	Permanent		
Reporting to:	Finance Manager		

Main Purpose:

Reporting to the Finance Manager and working with budget holders, the Central Finance Assistant provides high quality financial administration to support the effective operation of the academy trust's finance function. The role ensures accurate processing of financial transactions, assists with the preparation of financial information, and contributes to strong financial control across all schools within the Trust.

Duties and responsibilities

1. Purchase Ordering and Supplier Administration

- Ensure all purchase requisitions have been coded correctly before an order is generated.
- Raise Purchase Orders in compliance with financial regulations and the Trust's limits of approval.
- Manage the administration and authorisation of orders in accordance with the Trust Scheme of Delegation.
- Post supplier direct debit payments, ensuring all supporting documentation has been received.
- Manage supplier records in line with anti-fraud requirements, including verification of supplier bank details.

2. Sales Ledger and Income

- Raise sales ledger invoices for external lettings, hires and other ad hoc charges when requested by individual schools or the Finance Manager.
- Chase all monies due to the sales ledger to ensure invoices are paid within an appropriate timescale.
- Support the input of purchase invoices when necessary to ensure all invoices are processed and paid in a timely manner.
- Assist in the processing of supplier BACS payments in line with Trust procedures.
- Respond to finance-related queries from school staff and suppliers, ensuring all emails are answered in a timely manner.
- Support the Finance Manager with reconciling and processing transactions on the finance system related to the Trust's charge card accounts.

3. Month End Tasks

- Check bank statements to ensure that all direct debits and school income are recorded.
- Check that outstanding orders are still relevant and remove any orders no longer required.
- Support month end reporting through the timely provision of required financial information.
- Maintain accurate and up-to-date records to support the Finance Manager with monthly reconciliations and reporting.

4. Year End Tasks

- Ensure all transactions are posted within the financial year by the required deadline.
- Ensure that all supplier statements received at 31st August are retained for audit purposes.
- Support the provision of information required by external auditors as requested.
- Assist in the preparation of year-end files and reconciliations to support a smooth and timely audit process.

5. General Finance Support

- Have a working knowledge of the Trust's financial systems, ensuring that purchasing and charging policies are adhered to in line with the Academies Trust Handbook.
- Support schools with training and visit individual schools within the Trust when requested.
- Support wider Trust administrative tasks for the central team, including ordering and maintenance of finance office stationery and supplies.
- Undertake any other duties appropriate to the grade to support the effective and efficient running of the Trust's finance function.

Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with all Trust policies and procedures relating to child protection, health and safety, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person.
- Act with integrity, honesty and fairness at all times to safeguard the financial assets and reputation of the Trust.
- Establish constructive working relationships with staff across the Trust and with external agencies and suppliers.
- Participate in training, professional development and performance review activities as required.

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- Promote the agreed vision and aims of the Trust, setting an example of personal integrity and professionalism at all times.

Supervision received

- Works under the direction of the Finance Manager.
- Regularly supervised with work checked by the Finance Manager. Expected to plan own work to meet defined deadlines and objectives.

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Finance Manager.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____

Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
Qualifications		
GCSE English and Maths (grades A*–C / Grade 4–9) or equivalent.	AAT qualification or equivalent bookkeeping / accounting qualification (or working towards).	A / C
Evidence of continued professional development relevant to finance, bookkeeping or administration.	Training in the use of a school or trust finance system (e.g. Access Education Finance, PS Financials or similar).	A
Experience		
At least two years' experience working in a bookkeeping or financial administration environment.	Experience of working in a school, MAT or local government finance setting.	A / I
Experience of using Access Education Finance or a comparable finance system for purchase ordering, invoicing and payments.	Experience of processing purchase orders, invoices and supplier payments in a regulated environment.	A / I
Experience of supporting month-end and year-end financial processes, including provision of information for audit.	Experience of raising and reconciling sales ledger invoices and chasing outstanding debts.	A / I
Experience handling confidential financial information accurately and in line with data protection requirements.	Experience of supporting finance functions across more than one site or school.	A / I
Knowledge & Skills		
Sound understanding of financial administration processes including purchase ordering, accounts payable, accounts receivable and bank reconciliation.	Knowledge of the Academies Trust Handbook and the financial compliance requirements applicable to academy trusts.	A / I
Good written and oral communication skills, with the	Understanding of anti-fraud controls, including supplier	A / I

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ability to respond clearly and professionally to queries from staff and suppliers.	verification and the segregation of duties.	
Strong numeracy and attention to detail, with the ability to identify and resolve discrepancies in financial data.	Ability to manage competing demands and prioritise effectively to meet financial deadlines.	A / I
Proven organisational skills with the ability to manage a varied workload accurately and to deadline.		I
Ability to work with a high degree of accuracy and confidentiality in handling sensitive financial information.		A / I / T
Confident and professional manner when liaising with school staff, suppliers and external agencies.		A / I
Ability to work independently, use initiative appropriately, and escalate issues to the Finance Manager when required.		I
Good IT skills, including proficiency in Microsoft Office (particularly Excel) and experience of finance or MIS systems.		A / I / T
Personal qualities		
Commitment to the ethos, values and safeguarding responsibilities of the Trust.		A / I
Commitment to acting with integrity, honesty and fairness to safeguard the financial assets and reputation of the Trust.	Willingness to embrace change and adapt positively to new systems, processes and ways of working.	I
Ability to remain calm under pressure and handle sensitive financial matters with discretion and professionalism.		I
Positive, flexible and self-motivated approach with a	Ability to build strong and constructive working	I

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willingness to support colleagues across the Trust.	relationships with school-based staff and external partners.	
Commitment to maintaining the highest standards of confidentiality, financial probity and personal conduct at all times.		I