

## Heathside School Walton Job Description

<b>Job Title</b>	<b>Finance Assistant</b>	<b>Grade</b>	<b>ELM 6</b>
<b>Department</b>	<b>Finance</b>	<b>Hours</b>	<b>15 hours -over 3 days</b>
<b>Reports To</b>	<b>Finance Manager</b>	<b>Weeks</b>	<b>41 Weeks – Term-time plus</b>

### **JOB PURPOSE**

To provide proactive transactional and administrative support to the Finance Manager, ensuring the effective day-to-day processing of school finances in accordance with Trust policies, financial regulations, and the Academies Trust Handbook.

The role is responsible for the accurate processing and preparation of financial information across procurement, accounts payable, income collection, payroll administration, and financial reporting activities, supporting the efficient operation of the Finance Office and maintaining high standards of financial compliance and control.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Procurement and Accounts Payable**

- Administer the full procurement cycle, including raising purchase orders, processing goods received notes, and matching invoices to purchase orders in accordance with Trust procedures.
- Collate, check and accurately input supplier invoices, staff expenses and claims, ensuring appropriate authorisation and financial coding is applied.
- Prepare documentation and supporting records for BACS payment runs, ensuring invoices are correctly processed and matched prior to Finance Manager authorisation.
- Process new supplier requests, ensuring all required documentation is collected and submitted for review and approval.

#### **Income and Cash Management**

- Administer the school's online parent payment platform, ensuring all payments and trip income are accurately recorded and reconciled.
- Process and reconcile daily income receipts, ensuring all income is correctly accounted for and reported.
- Assist with the monthly reconciliation of the school's credit card and petty cash transactions.
- Liaise regularly with the Premises Lettings Manager to ensure all lettings income is recorded accurately and sales invoices are raised promptly in accordance with the Lettings Policy.

#### **Payroll Administration**

- Collate and accurately input payroll-related information, including staff absences, contractual variations, overtime claims and new starter details for submission to the external payroll provider.
- Maintain accurate payroll records and ensure information is submitted within required timescales.

#### **Financial Administration and Support**

- Manage the Finance Office email inbox, responding to enquiries and directing requests appropriately.
- Assist with debt monitoring activities, producing overdue debt reports and supporting the Finance Manager in the collection of outstanding income.
- Support the maintenance of the Fixed Asset Register through routine updates, record keeping and filing.
- Provide administrative support during year-end processes, including the collation of documentation relating to accruals, prepayments and audit requirements.
- Provide efficient and professional administrative support to staff, budget holders and other stakeholders.

#### **Compliance and General Responsibilities**

- Ensure all financial transactions are processed in accordance with Trust financial procedures, internal controls and the Academies Trust Handbook.

- Maintain confidentiality and security of financial information at all times.
- Assist with preparing documentation and information requested for internal and external audits.
- Be flexible in supporting wider Finance Office administrative activities as required.
- Undertake other duties commensurate with the grade and purpose of the post as directed by the Finance Manager, Senior Leadership Team or Trust leaders.
- As a member of the Trust, you may be required to provide support to other schools within the Trust as required.

#### **Generic Duties relevant to all members of staff**

- The ethos of the Trust includes the core values of respect and trust. All staff are expected to be committed to this ethos in everything they do and avoid any action that may be detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust, your role will be based at Heathside Walton-on-Thames. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the Data Protection Act and as required by the Information Commissioner. This includes maintaining security of data
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- Continually promote and support the ethos and principles of the school and trust and to avoid any action that may be detrimental to the interests of the school and trust.

The job description and person specification are current at the date issued. The duties, responsibilities and accountabilities highlighted are indicative and may vary over time at the discretion of the Trust, in consultation with you, to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post. This job description is an integral part of the Appraisal and line management process.

**"This school 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</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<p><b>Experience</b></p> <p>Experience in administration or management of operations or staff</p> <p>Experience of working in an educational environment</p> <p>Working with people at all levels both internally and externally, committing support to the Senior Leadership Team</p> <p>Experience in formulating &amp; implementing policies procedures and creating new systems and processes to develop efficiency</p>	E   E	  D  D	App/Int App/Int App/Int App/Int
<p><b>Skills, knowledge and abilities</b></p> <p>Willingness to maintain up to date knowledge of a range of school policies and procedures</p> <p>Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct</p> <p>Excellent ICT skills including Word, Outlook and Excel</p> <p>Effective written and oral communication and presentation skills</p> <p>Effective time management and organisational skills</p> <p>Ability to follow instructions and give advice</p> <p>Meticulous attention to detail &amp; maintain high level of accuracy</p> <p>Ability to work on own initiative and under pressure to tight deadlines</p> <p>Ability to analyse, present and interpret data</p> <p>Ability to learn new skills and processes quickly</p> <p>Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual students' needs</p>	   E E E E E E E E E	D  D	App/Int App/Int/Ref App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
<p><b>Qualifications and Training</b></p> <p>Good standard of education</p> <p>Further or higher education qualifications relevant to post</p>	E	  D	App App
<p><b>Personal attributes</b></p> <p>Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people</p> <p>Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate</p> <p>Flexible, efficient, solution focussed and highly organised</p> <p>Sensitivity, diplomacy, integrity and awareness of confidentiality</p> <p>Resilient and self-motivated with a commitment to continued improvement and personal development</p> <p>Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.</p>	E  E  E  E		Int/Ref App/Int App/Int Int/Ref Int App/Int/Ref

**App** = Application

**Int** = Interview/Test

**Ref** = Reference

<b>Employee Name</b>		<b>Line Manager Name</b>	
<b>Employee Signature</b>		<b>Line Manager Signature</b>	
<b>Date</b>		<b>Date</b>	