



### JOB DESCRIPTION

Job Title	Finance Assistant
Salary Range	Business Support, Grade 6, SCP 8
Reporting to	Finance Manager

#### Post Purpose

To work as part of the central finance team undertaking various financial and admin duties.

To ensure allocated tasks are carried out in a timely and professional manner and be able to prioritise your own activities within a series of financial tasks seeking guidance where appropriate.

#### Specific Responsibilities

- Create, send and monitor purchase orders.
- Create, send and follow up on purchase invoices.
- Create and process any reimbursements.
- Review and adhere to department budgets flagging up any budget overspends.
- Create, send and monitor sales invoices.
- Reconcile any discrepancies or errors identified.
- Set up any new or amendments to suppliers/customers at central level.
- Review and obtain missing VAT numbers and descriptions for suppliers across the Trust.
- Upload payroll templates to the finance system.
- Support central services by providing information and maintaining systems/databases as required. Filing and scanning documents as instructed.
- Provide information in response to internal and external customer queries.
- Communicating with key stakeholders – for example Schools within the Trust and external suppliers.
- To perform regular Central Journals, ensuring accuracy and alignment of costs between the Schools and Central Finances.
- To provide support, advice and assistance to school Finance/ Admin reps regularly.
- To perform all month end tasks including requests made by School Business Managers to re-allocate costs.



## Support for the Trust

- Adhere to the Trust and schools financial policies and procedures.
- Comply with all other policies and procedures relating to working in a school, child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive professional relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support the trust.
- Attend and participate in team meetings.
- Suggest changes or improvements to increase accuracy, efficiency and cost reductions.
- Identify any training needs and participate in training and other learning activities as required.
- All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties.
- Any other duties reasonably requested by the Finance Manager.

## Generic duties relevant to all member of staff

### The Trust

The ethos of the Trust is included within the strapline “Living, Loving Learning”. All staff are expected to be committed to this aim in everything they do.

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 the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### Teaching and Learning

This 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.

### ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

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.

### Health and Safety

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.

### **Safeguarding**

The Mater Christi Multi Academy 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 the Mater Christi Multi Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Chief Operating Officer. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavor to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Signatures**

*This job description reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteacher.*

Signed \_\_\_\_\_  
(Finance Assistant)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Line Manager)

Date \_\_\_\_\_