



Job Description

Job Title:	Finance Assistant
Responsible to:	Senior Finance Officer
Job Purpose:	As Finance Assistant, you will support the Senior Finance Officer (systems team) and work alongside other Finance Assistants to support the schools and central finance team. You will be based at St Benedict's Catholic High School in Alcester.
Salary:	Warwickshire NJC Scale Band F 6-11
Hours:	30 to 35 hours per week (TT plus inset days and two additional weeks) FTC to 31.8.2027

Main Responsibilities:

Catholic life and Mission

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

As Finance Assistant, you will

- Load invoices for schools on the finance portal and import pdf attachments.
- Support with monitoring the email inbox containing invoices, statements and queries.
- Deal with queries and refer complicated queries to Finance officers.
- Answer phone queries internally and externally.
- Production of sales invoices and entering new customers.
- Enter new suppliers and ensure all procedures are followed.
- Enter purchase orders onto the system.
- Scan paperwork for relevant staff.
- Reconciliation of supplier statements
- Purchasing card processing across the CMAT
- To assist with information requirements for external audits.
- To assist Finance Officers for the schools with any ad hoc reporting as required.
- Assist with excel analysis of budget variances.
- To support with value for money
- To be a valuable team member

Other

- To always support the Catholic ethos of the Multi Academy Trust by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Trust policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Trust reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Trust any in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Trust to reflect or anticipate changes in the job commensurate within the grade and job title.

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: _____ Date: _____

Print Name: _____