



JOB DESCRIPTION

Finance Assistant

Grade

Grade 4, spinal points 7-11

Purpose

To provide a high-quality finance support service to Maiden Erlegh Trust under the direction of the Hub Finance Officer, supporting accurate, efficient and compliant financial administration across Trust schools.

Staff Responsibilities

No line management responsibility for any staff group.

Deployment

Deployment expectations: cross-Trust.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Support teaching and learning through accurate, timely and effective finance administration that enables schools to operate efficiently and education-related activity to be delivered effectively.
- Process purchase orders, invoices, goods received notes, orders, deliveries, returns and refunds through PS Financials and related systems.
- Support colleagues, requisitioners and budget holders with order processes and finance queries.
- Maintain accurate records, reconciliations and financial information across purchase orders, trips, events, credit cards, prepaid cards and cashless payment systems.



JOB DESCRIPTION

- Support Pupil Premium, Catch Up Premium, Free School Meal checks and related reporting processes.
- Liaise professionally with colleagues, parents, carers, suppliers, the Hub Finance Officer, the Procurement and Contracts Manager and the Operations Manager, as applicable.
- Support best value purchasing.
- Attend Trust-wide Finance Assistant network meetings and training.
- Carry out other duties that reasonably fall within the remit of the post after consultation with the postholder.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Provide accurate and effective finance administration that supports the smooth running of Trust schools and enables education-related activity to be delivered efficiently.
- Support the financial administration of trips and events by reconciling ledgers and ensuring income and expenditure balance.
- Provide support for the cashless payments system, including issuing login details, setting up payment items, clearing leavers and dealing with parent queries.



JOB DESCRIPTION

- Track Pupil Premium Personal allowance expenditure, organise payments to parents and prepare journals for the Hub Finance Officer to process.
- Assist the Hub Finance Officer with Pupil Premium and Catch Up Premium reporting.
- Process Free School Meal checks, update the Pupil Premium list and inform the Inclusion team of outcomes.

Assessment

- Maintain accurate financial records and system information to support monitoring, reconciliation, reporting and audit requirements.
- Keep track of orders on financial systems and liaise with the Hub Finance Officer as applicable.
- Report to the Hub Finance Officer on outstanding purchase orders and outstanding goods received notes.
- Cancel purchase orders that are no longer needed.
- Reconcile monthly credit card and prepaid card statements.

Behaviour Management and Student Wellbeing

- Support finance processes that relate to students, parents, carers, trips, events, lockers and pupil-related funding in a professional, timely and confidential manner.
- Where applicable, manage the distribution of lockers to students.
- Deal with parent queries relating to cashless payments and payment system access.
- Ensure student-related finance administration is handled accurately and sensitively.

Pastoral and Inclusion

- Support the administration of Pupil Premium Personal allowance expenditure, Free School Meal checks and related records.
- Work with the Inclusion team by sharing Free School Meal and Pupil Premium outcomes as required.
- Maintain confidentiality when handling student, family and financial information.
- Support finance administration linked to pupil support, access and inclusion.



JOB DESCRIPTION

Trust Culture

- Process purchase orders on PS Financials for the school.
- Assist purchase order requisitioners with queries relating to the order process.
- With support from the administration team, check deliveries and organise distribution to different departments.
- Deal with enquiries from colleagues and suppliers relating to orders, deliveries, returns and refunds.
- Process Goods Received Notes on PS Financials.
- Follow up with order requisitioners and budget holders on non-goods orders, including services, contracts and licences, and process receipt of orders on PS Financials.
- Post invoices on PS Financials.
- Check best value for money and set up deals with regular suppliers in liaison with the Procurement and Contracts Manager or Operations Manager as applicable.
- Attend Trust-wide finance assistant network meetings and training sessions.

Other

- Carry out any other duties that reasonably fall within the purview of the post and may be allocated after consultation with the postholder.
- Work under the direction of the Hub Finance Officer.
- Contribute to accurate, efficient and compliant finance administration across Maiden Erlegh Trust.
- Support effective communication with colleagues, suppliers, parents, carers and relevant external agencies as required.

Other requirements and responsibilities

- Enhanced DBS clearance is required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.



RIVER ACADEMY

JOB DESCRIPTION

- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments.
- All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.