

Job Description: Finance Assistant

Job Purpose

Work as part of the Finance Team providing an efficient, courteous and effective financial service to the school and the wider Trust.

Grade: Grade 3

Base: Trust HQ (North Durham Academy, Stanley, County Durham)

Responsible to: Finance Officer

Main Responsibilities

Work with budget holders across the school and Trust to ensure compliance in the raising of purchase orders.

Process supplier invoices/credit notes, ensuring they are correctly authorised and matched against purchase orders.

Resolve supplier queries and act as point of contact for suppliers.

Reconcile major supplier statements monthly.

Count and prepare the banking of cash and maintenance of appropriate financial records in relation to income received.

Record and reconcile receipts from Arbor.

Maintain supplier and customer databases.

Process weekly supplier payments.

Raise sales invoices and credit notes.

Allocate customer receipts against sales invoices ensuring these are correctly matched.

Pursue any outstanding sales invoices in a timely manner.

Manage petty cash transactions and the topping up of the petty cash account, including entering these onto the Financial Management System (FMS).

Manage credit card transactions, ensuring these have the correct documents approved by the Credit Card Holder/Budget Holder, including entering these onto the FMS.

Manage the Finance Mailbox, dealing with any invoices/credit notes, supplier statements and queries in a timely manner.

Deal with other finance queries as required.

Allocate banking transaction each month ready for bank reconciliations.

Arrange regular budget meeting with Budget Holders to support them with their budgets.

Support with the training of new staff on the FMS.

Work within the parameters of the financial procedures and regulations.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

Operate at all times within the policies and procedures of the Trust.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Chief Operating Officer from time to time, up to or at a level consistent with the main responsibilities of the job



Person Specification: Finance Assistant

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	GCSE grades 9 to 4 (A* to C) in English and Maths (or equivalent)		Application form/Interview
Experience	Previous experience working in an office carrying out administrative, bookkeeping and other financial tasks	Experience of working in an education or local government environment Experience of monitoring stock and expenditure	Application form, References
Professional Skills & Knowledge	Excellent numeracy skills User of Microsoft Office including Microsoft Word, Excel and other office systems Excellent customer care skills Good verbal and written communication skills and ability to communicate with a range of audiences Understands and acts on responsibility for the safeguarding and welfare of students	Analytical and problem-solving skills Research skills Ability to organise, lead and motivate other staff Knowledge of legislation and requirements around data protection and confidentiality	Application form, Interview/Assessment, References
Personal attributes	A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines		Application form, Interview/Assessment,

	Friendly and approachable manner Ability to work effectively as part of a team Punctual and reliable Personal resilience including ability to work effectively under pressure and responding positively to change Suitability to work with children Ability to drive to the bank and between Trust sites or access to mobility support		References
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