



JOB DESCRIPTION	
Job Title	Finance Assistant
Grade/Point	Grade 4 Points 7 - 11
Directly Responsible to	Chief Finance and Operations Officer (CFOO)
Accountable to	CEO, Trust Board
Working Pattern	Part Time 32.5 hours per week, 9.00am – 4.00pm Term Time Only
Working Base	TWP Central Office

JOB PURPOSE
<ul style="list-style-type: none"> <li>To assist the Chief Executive Officer (CEO) and Chief Finance and Operations Officer (CFOO) with the accurate, efficient and effective operation of the finance functions of the Trust.</li> <li>To perform the day-to-day processing of financial transactions as directed.</li> <li>To work within the parameters of the of the Trusts Financial Procedures and Procurement Policy to ensure compliance.</li> <li>To ensure all financial activities are carried out in accordance with the Academies Trust Handbook and Academies Accounts Directions, and in line with Trust financial regulations.</li> </ul>

KEY RESPONSIBILITIES	
Role Accountability	End result
Main Duties	<p><b>Financial Processing and Transactions.</b></p> <ul style="list-style-type: none"> <li>Record financial transactions accurately and in a timely manner.</li> <li>Process and validate purchase orders in line with trust financial procedures ensuring appropriate authorisation and audit trail.</li> <li>Post invoices and credit notes to the trusts finance system accurately.</li> <li>Reconcile supplier statements and resolve discrepancies</li> <li>Maintain and update supplier records, including validation of bank details, VAT registration and IR35 off payroll working requirements.</li> <li>Liaise with staff and suppliers to resolve queries relating to orders, invoices and payments.</li> <li>Perform regular housekeeping of Access Finance system with regards to outstanding orders, invoices and supplier details.</li> <li>Maintain records of utility meter readings.</li> </ul> <p><b>Payments and Income</b></p> <ul style="list-style-type: none"> <li>Assist with the preparation and processing of BACS payments runs in accordance with Trust Financial procedures.</li> <li>Process emergency payments with appropriate authorisation.</li> <li>Record and reconcile Direct Debit payments.</li> <li>Prepare invoices for income collection and support the reconciliation of income (e.g. trips, lettings and other receipts).</li> <li>Monitor and follow up outstanding payments</li> <li>Process petty cash, card payments and expenses reimbursement for the Trust’s central team.</li> <li>Check, record and bank cash income as and when required.</li> </ul> <p><b>Reconciliations &amp; Financial Control</b></p> <ul style="list-style-type: none"> <li>Perform regular reconciliations (e.g. bank, corporate cards, supplier statements) to ensure accuracy of financial records.</li> <li>Maintain and update the Trust’s Asset Register &amp; Fixed Asset Rister in line with financial regulations.</li> <li>Maintain accurate financial records and filing systems suitable for audit purposes.</li> <li>Assist with the maintenance of the trust’s Contractors register and Preferred Supplier List</li> </ul>

	<ul style="list-style-type: none"> <li>• Support internal controls by ensuring compliance with financial procedures and segregation of duties.</li> </ul> <p><b>Month-End and Reporting Support</b></p> <ul style="list-style-type: none"> <li>• Assist with month-end and year-end processes, including reconciliations and preparation for audit.</li> <li>• Support the preparation of management accounts, including accruals, prepayments and other adjustments</li> <li>• Support the preparation of month end adjustments, including accruals, prepayments, deferred and accrued income and depreciation.</li> <li>• Produce and monitor aged debtor and creditor reports.</li> <li>• Assist with payroll-related checks and reconciliation as required.</li> <li>• Assist with monitoring school and central budgets and reporting variances to the appropriate budget manager and CFOO.</li> </ul> <p><b>VAT &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Prepare VAT claims (e.g. VAT126) for submission.</li> <li>• Ensure compliance with financial regulations, policies and audit requirements.</li> </ul> <p><b>Systems and Support</b></p> <ul style="list-style-type: none"> <li>• Support school finance teams with processing transactions and using the Access Finance system.</li> <li>• Assist the CFOO in the preparation of Teachers Pay Review Statements.</li> <li>• Contribute to the continuous improvement of existing financial procedures, using new technology where required ensuring alignment with Trust financial policies and internal control frameworks.</li> <li>• Provide financial support across the Trust and liaise with multiple academies as required.</li> <li>• Support value for money by identifying cost-effective purchasing options and highlighting potential savings to the CFOO and school finance teams</li> </ul>
General Duties	<ul style="list-style-type: none"> <li>• To assist with other administrative duties contributing to the smooth running of the trust</li> <li>• To be a member of the trust’s central team and as such be flexible and responsive the needs of the trust</li> </ul>
System Leadership & Civic Responsibility	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection and all UK GDPR requirements, ensuring all sensitive information is handled appropriately. Report all concerns to an appropriate person.</li> <li>• Be aware of and actively promote equality, diversity and inclusion, ensuring equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Develop constructive relationships and communicate with other agencies/professionals.</li> <li>• Share expertise and skills with others.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Recognise own strengths and areas of expertise and use them to advise and support others.</li> <li>• Undertake such other duties as are commensurate with the post and which may reasonably be required by the CFOO or Trust Leadership.</li> </ul>
Standards and Quality Assurance	<p>The Post Holder will:</p> <ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school and children’s centre and take pride in the site</li> <li>• Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard assets, financial probity and the reputation of Bantock Primary.</li> <li>• Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunity and data protection, reporting all concerns to an appropriate person</li> <li>• Ensure that they keep informed of developments in school by reading the newsletter, the noticeboard, staff handbook, policies and curriculum documentation.</li> <li>• Develop constructive relationships and communicate with other agencies/professionals</li> <li>• Undertake a systematic review of their own practice, in relation to performance management and professional development, to ensure that the necessary skills, knowledge and understanding are kept updated.</li> <li>• Share expertise, skills and liaise with others</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Be skilled users of ICT and keep their ICT skills up-to-date.</li> <li>• Access and efficiently utilise school-based systems.</li> <li>• Understand the importance of teamwork and team-building techniques that enable teams to perform effectively.</li> <li>• Set a good example in terms of dress, punctuality and attendance by following the school code of conduct</li> <li>• Attend and participate in staff training and team and meetings where appropriate</li> <li>• Appreciate and support the role of other professionals</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> <li>• Be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning.</li> <li>• Undertake any other duties which may be reasonably regarded as within the nature of the post.</li> <li>• May make a contribution to the wider life of school.</li> </ul>		
<b>Equal Opportunities</b>	<p>Implement the Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.</p> <p>Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.</p>		
<b>Health and Wellbeing</b>	<p>Uphold and contribute to the culture, ethos and environment by promoting the health and wellbeing of pupils and staff through the 'hidden' and/or the informal curriculum, including leadership practice, the school's policies, values and attitudes, together with the social and physical environment.</p>		
<b>Health and Safety</b>	<p>Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.</p> <p>Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.</p>		
<b>Data Protection</b>	<p>It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the GDPR 2018 for the security, accuracy, and significance of personal data held on such systems.</p>		
<b>Amendments of Job Description</b>	<p>The particular duties and responsibilities listed below may be reviewed from time to time at the request of the Headteacher or post holder as circumstances make necessary. They may be amended only after consultation and approval of the Trust Board. In the exceptional situation of mutual agreement not being achieved, the individual teacher, or Headteacher, will be able to pursue this matter in accordance with grievance procedures.</p>		
<p><i>The post holder is expected to undertake, within the Conditions referred to above and they do not include or imply any voluntary duties. This job description will be reviewed annually (or at another appropriate time) and may be revised following discussion to reflect the changing needs of the school or the post holder.</i></p>			
Finance Assistant Signature		Date	
CEO Signature		Date	