

## Ormiston Maritime Academy

### Post: Finance Assistant

Location:	Ormiston Maritime Academy based
Salary:	OAT Level 3 Grade 5: salary range point 15-19 (£30,024 - £32,061 FTE) Actual pro rata salary: £22,013 - £23,506
Status:	Fixed Term Maternity cover until May 2027 or upon the return of the substantive post holder
Contract	Academy
Hours:	30 hours per week Term Time + 15 days
Responsible to:	Operations and Finance Manager

### Responsible for

- Overall purpose of the post is to provide a full range of finance administrative support to the Academy. The post holder will be responsible for delivery of financial administrative duties, including tasks associated with the academy financial procedures, promoting and supporting effective day-to-day financial organisation within Academy.
- To be part of a team providing financial administrative and clerical support as effectively as possible, ensuring that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

### Main duties and responsibilities

#### Financial Support and management

- Provide a full range of finance administrative support to the school.
- Assist with the design and implementation of the school's financial procedures and systems.
- Assist with the preparation/prepare the draft annual budget and financial plans.
- Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations as well as reconciling accounts.
- Produce financial analysis and reports.
- Deal with general enquiries either by telephone or face to face.
- Assist with monitoring the academy's finance email address.
- Provide financial administrative support across a wide range of Academy areas and functions, including word processing and IT based tasks including knowledge of various ICT packages.
- May assist with the administration of trips, visits, events and other uses of the Academy.

### Resources

- Receive and record monies from pupils and parents / carers
- May handle cash or cash equivalents such as dinner monies, school visits.
- May monitor and manage stocks and supplies, and distributing as required.

### Team Involvement

- May demonstrate own duties to new or less experienced colleagues.

### Systems, Policies and Procedures

- Advise in relation to internal financial procedures.
- Responsibility for the maintenance of school financial procedures and systems.
- Responsible for adherence to financial regulations and audit requirements.
- Contributes to the design and implementation of financial procedures.
- Knowledge of and adherence to school administrative and financial systems, policies and procedures.

### Building Professional Relationships

- Communicates a range of financial information both verbally and in writing with the Senior Leadership team and other staff.
- Communicates with other school staff and teachers, pupils, parents / carers, suppliers, visitors.
- Exchanges information with Line Manager, Principal and other staff.

### Record Keeping and Information Management

- Responsible for the maintenance and updating of financial records and systems.
- Filing and archiving.

### Problem Solving and Decision-Making

- Analyse and interpret information or situations and to solve varied problems/develop solutions.
- Access to manager for advice and guidance on unusual/difficult problems.

### Knowledge, Skills and Experience

- Experience of working in a finance role
- Working at or towards national occupational standards in accountancy and finance, and knowledge/skills equivalent to level 4
- IT and keyboard skills

### Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

## General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- Comply with Ormiston Maritime Academy staff dress code.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

## Safeguarding

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- An enhanced disclosure and barring check will be a requirement of the post.

## Person Specification

Attributes tested by Application, Interview, Task and References	
Qualifications & Experience	Essential E/ Desirable D
Has or is working towards AAT L3 qualifications	E
Experience of working with confidential, sensitive and complete information pertaining to purchasing and finance	E
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Proficient in using a range of applications within Office 365 and Finance systems.	E
Experience of using and maintaining appropriate processes/systems within an office environment	D
Ability to work effectively to and with a range of stakeholders	E
Knowledge of legislation relevant to the post	D
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Minimum 6 GCSE Maths & English Grades A*-C or equivalent.	E

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	Essential E/ Desirable D
Skills and Abilities	Essential E/ Desirable D
Ability to work with systems to ensure the robust performance and actions to secure improvements.	E
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D
Proactive, flexible and adaptable.	E
Punctual, conscientious and exemplary levels of integrity.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Able to successfully work within a team.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E