

Agora Learning Partnership Finance Assistant Job Description

Finance Assistant

This job description details information about a newly designed post and is subject to review and amendment through annual negotiation as the role develops in scope.

Line manager	Chief Finance Officer / Finance Manager
Responsible to	Chief Executive Officer
Location	Hybrid remote working (flexible in time spent in schools/working remotely)

Core Purpose of the Post:

The Finance Assistant will:

- Support schools within the Trust with financial processes which may include data inputting, reconciliations and corrections.
- Work closely with the Finance Manager to produce month end reports and balance sheet reconciliations.
- Assist with the budget setting process for the Trust.
- Engage with the rest of the Central team with a collaborative approach in line with the Trust's vision and ethos.

Duties and Responsibilities – Specific:

Finance-Related Responsibilities

The Finance Assistant will:

- Review and approve (first approver of 2) payments via online banking for schools
- Process all DfE remittances
- Regularly carry out bank reconciliations, sharing transaction details with schools and supporting with resolving queries
- Process purchase and sales ledger transactions
- Raise purchase orders and process invoices
- Prepare supplier payment runs and reconcile suppliers accounts
- Process income and maintain accurate debtor records
- Review transactions posted by schools for accuracy and completeness
- Support the Trust Finance Manager with the management of Trust wide Credit Cards
- Work with the Trust Finance Manager to support and train new finance staff/schools when onboarding to the Trust
- Work with the Trust Finance Manager to review and monitor SEND funding received for all academies
- Responsible for setting up approved direct debits
- Supplier approval and supporting schools with SAGE queries
- Provide ongoing support to the school finance teams on transactional/system queries
- Attend and participate in finance meetings
- Support the Finance Manager to ensure that common finance related knowledge gaps are addressed across the Trust schools and assist in providing training for any identified needs.
- Supporting implementation of financial procedures, policies and audit recommendations

- Keep abreast of funding and legislative changes that apply to the education sector and provide the schools with high calibre financial insight, guiding Headteachers and Academy Governing Boards in their strategic and financial planning and management
- Promote best practice with regards to financial procedures and controls and ensure adherence to these

Trust Development

The Finance Assistant will:

- Recognise that their prime responsibility is to the children, families and communities that the Trust serves
- Visit schools within the Trust as and when required, to develop a good working knowledge of each school, their needs and the support required.
- Contribute to Trust policy and planning
- Work with all members of the Trust's Central Team to develop and improve systems, policies and initiatives in line with the Trust development plans
- Support the Executive in presenting and reporting about the Trust, including performance data
- Support the central finance team

Communication

The Finance Assistant will:

- Liaise with the Trust schools and Central Team as required by the Chief Executive Officer or Chief Finance Officers
- Liaise positively with external parties

Duties and Responsibilities – General:

The Finance Assistant will:

- Uphold the ethos of the Trust
- Actively assist in achieving the Trust's vision and aims
- Actively support the implementation of the Trust's strategic plans
- Establish and maintain professional and effective working relationships
- Contribute positively to creating a productive and happy working environment
- Work effectively with colleagues as a member of the team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the post
- Take responsibility for their own professional development and play a full and active part in the appraisal process
- Adhere to all Trust policies and procedures, including those pertaining to:
 - Child protection and safeguarding (and be pro-active and professional with regards to all child protection-related matters)
 - Finance
 - Health and safety
 - Data Protection
 - Equality, ensuring that all stake holders are treated fairly and equally
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required by the Chief Executive Officer or Chief Finance Officers

Finance Assistant Person Specification

Finance Manager			
Requirements of the Post	Essential	Preferred	Source
Qualifications			
A recognised qualification in financial management or equivalent.	•		Application
Experience			
Experience of:			
• Experience of finance and administration in a similar public sector environment	•		Application
• Experience of monitoring a budget and analysing financial reports	•		Application
• Experience of producing standard financial reports.	•		Application
Knowledge			
• A sound knowledge of financial management and accounting procedures	•		Interview
• Computer literate	•		Interview
• Up to date knowledge of local government finance		•	Interview
• Well-developed IT expertise, including spreadsheets and a working knowledge of computerised financial systems	•		Interview/Task
• Familiarity with pay and conditions for both teachers and support staff		•	Interview/Task
Skills			
• Ability to set and work to agreed targets	•		Application
• Ability to communicate effectively with persons at all levels.	•		Interview
• Ability to maintain efficient record keeping systems.	•		Interview/Task
• Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	•		Interview
• Ability to work pro-actively to achieve efficiency and effectiveness	•		Interview
• Ability to organise own tasks with minimum supervision	•		Interview/Task