



Job Title:	Trust Finance Assistant
OAK Grade:	5 (points 12-17)
Hours:	Full time, 37.00 hours per week, 52 weeks
Salary Range:	£28,598 to £31,022 (pay award pending)
Location:	Trust Central Office, Copse Close, Oadby, LE2 4FU (fully office-based role)
Accountable to:	Trust Finance Manager
Key Relationships / Liaison with:	Trust central team, school-based Business / Office / Finance Managers & finance staff

Job Purpose:

Support the central finance team with the effective provision of trust-wide operational financial transactional processing, reconciliation and reporting. Ensure compliance with statutory regulations and Trust financial procedures. Provide advice and guidance to schools.

Main Duties and Responsibilities:

- Become fully conversant with the financial management systems in use by the Trust
- Undertake day-to-day financial administration of the Trust
- Post transactions to the Trust's finance system
- Monitor Trust central finance email inbox, responding to queries in a timely and professional manner
- Undertake regular reconciliation processes for central bank account and credit card transactions
- Monitor and balance control accounts, identifying and correcting errors
- Maintain accurate financial records
- Support budget holders with expenditure queries
- Assist with the monthly payroll reconciliation process and posting payroll journals
- Assist in the preparation of monthly management accounts for the Trust
- Assist in the preparation of financial documentation for internal and external audits
- Assist with the internal and external audit processes
- Assist with statutory reporting and returns
- Actively build relationships with the central team and each school in the Trust
- Provide timely, accurate and practical information and advice to schools in accordance

with Trust finance policies and procedures

- Travel to schools within the Trust as and when required to provide in-person support
- Take a proactive and solution focused approach to any financial issues, problems or queries and resolve in a timely and satisfactory manner
- Maintain a high standard of financial probity by ensuring financial controls are adhered to
- Ensure procedures are undertaken in accordance with DfE guidelines, Academy Trust Handbook (ATH) and the Trust financial policies
- Undertake any other duties reasonably required by the Trust central team provided the task is commensurate with the post holder's core skill competencies, knowledge and experience

Trust Finance Assistant – Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education up to 'A' level standard or equivalent • High level of numeracy and literacy 	<ul style="list-style-type: none"> • Finance / Accountancy qualification or studying towards this
Experience	<ul style="list-style-type: none"> • 3 years' experience in a finance position • Experience of finance within the Education environment 	<ul style="list-style-type: none"> • Experience in a Trust central finance role • Experience of Access Education Finance and Budgeting system
Knowledge/ Skills	<ul style="list-style-type: none"> • Ability to work with high accuracy • Proven organisational skills • Ability to work speedily and efficiently • Meticulous attention to detail • Ability to use initiative • Excellent communication and interpersonal skills • Knowledge of financial procedures • Strong ICT skills, including Microsoft Excel and computerised accounting/finance systems • Ability to manage and prioritise own workload efficiently and in a busy environment • Ability to work independently and make decisions when appropriate • Ability to build effective working relationships with staff of all levels and other stakeholders 	
Other	<ul style="list-style-type: none"> • Self-motivated • Willingness to learn and develop with a desire to progress • Understanding of safeguarding issues and ability to follow all Trust procedures relating to this • Hold positive values and attitudes and adopt high standards of behaviour in a professional role • Demonstrable commitment to teamwork and constantly striving to seek improvements in processes • Integrity 	