

Job title: Finance Assistant

Hours: 29 hours per week (over 4 days)

Contract: 4 month FTC 1st Sep to 31st Dec

Grade: NJC 6-9 (£26,846 - £28,153)

Reports to: Finance Team Leader

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 and has grown to be the largest Church of England Trust in the Diocese of St Albans. The Trust has a clear mission at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles, and we are committed to ensuring the whole community flourishes in our Trust, not just the pupils, but also the staff, our governors and the wider school family.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love. And together our academies work to be places of; **Hope; Nurture; Equality; Respect; Collaboration.**

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.

Job context

The Finance Assistant is a member of the Shared Services Centre, responsible for the efficient and effective processing of day-to-day financial transactions and related transactions across multiple business areas including all schools and central department to a high standard. The role will report into the Finance Team Leader and will encompass daily processing of purchase and sales transactions, regular review and reconciliation of open items on the ledgers and addressing any queries and issues. The post-holder will interact with many different stakeholders including third party suppliers, customers, academy staff, the Trust's Executive team and Trustees.

Decision Making

The job involves working from instructions and in accordance with the Financial Scheme of Delegation and Financial Procedure. Scope for making minor decisions involving the use of initiative. Problems are referred to a supervisor/manager. Little close supervision is necessary beyond that provided by working arrangements and methods.

Core responsibilities

Purchase Ledger:

- Lead the transition of invoices and orders from school to central, contacting suppliers to update details
- Process purchase orders to support the schools, central and Trust when required.
- Email approved purchase orders to suppliers, when required
- Register purchase invoices against approved purchase orders, in accordance with financial procedures
- Investigate and address invoices that do not match an approved purchase order.
- Identify purchase invoices for prepayment and notify Finance Business Partners before processing
- Address queries from suppliers, academy staff and other parties as is necessary, in a professional and efficient manner
- Regular review of open purchase orders. Investigate and resolve any purchase orders that have been open for more than 30 days
- Reconciliation of supplier statements against the supplier account on the creditors ledger
- Process credit card transactions and payments
- Process staff expense claims and ensure claims are in accordance with the staff expenses policy
- Request the setup by the Senior Finance Assistant of new suppliers where required, providing accurate supplier data evidenced by the supplier

Sales Ledger:

- Preparation of sales invoices as directed by the Finance Business Partner
- Preparation and posting of online payments via parent portals

Bank:

- Post cash receipts and payments as required

Other:

- Assist to identify and develop changes to processes, to improve efficiencies
- Assist with any aspects of the internal and external audits as directed
- To process gift aid claims as directed by the Finance Business Partner
- Maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information
- Other ad hoc duties including administration as requested by the Finance Business Partners/Head of Finance

Demands of the role

- There will be limited requirements to stand, walk, and lift and carry items
- The work must be completed methodically and to deadlines
- There will be a need to manage competing deadlines while ensuring queries are still answered in a timely fashion

- Undertake other duties appropriate to the grade of the post
- This post is mainly desk-based, with some travel to schools

Professional Conduct

The post holder is expected to act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures. They are expected to work within the requirements of the Trusts Health and Safety policy, performance standards, safe systems of work and procedures.

Person specification

Experience, Knowledge and Qualifications:

- Good general education – Minimum of 5 GCSE's, Grade A* - C with Grade A*-C in Maths and English
- Knowledge to undertake a range of tasks involving the application of financial rules and procedures and operation of IT including spreadsheets and finance software
- Awareness of the Data Protection Act 1998 and GDPR for the security, accuracy and relevance of personal data, to ensure that all administrative and financial processes comply with this

Skills and competencies:

The below are all essential for this role.

- Interpret information or situations, in order to solve straightforward problems related to purchase orders and purchase invoices.
- Good communication skills, both written and oral
- Good organisation skills
- Able to work well within a team
- Able to work well under pressure
- Good ICT skills (word, outlook, excel) as all process are electronic
- Able to work accurately and with attention to detail
- Ability to work on own initiative
- Able to treat information in confidence
- Demonstrate a commitment to customer care
- Willing to develop personal skills through training
- Flexible and adaptable

Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

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This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.