

Job Description



For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

Job Title	Finance Assistant <i>36.5 hours per week, term time only (to include all TD days)</i> <i>Mon – Thurs 8.30am – 4.30pm Friday 8.30am – 3.30pm</i>
Accountable To	Finance Manager
Job Purpose	Provide high quality Finance support to the Academy
Salary	NJC Scale 13-15 (£15.06 - £15.56), actual salary £24,654 – £25,472 (Pay award pending)
Start Date	ASAP

This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy.

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

Main responsibilities

To work as part of the Finance team. To ensure all financial services are handled in accordance with regulations to a high level of accuracy. It will involve assisting the Finance Manager to maintain Academy accounts using Sage for Education finance software.

Description of duties

Financial Administration

- Raise Purchase Orders on Sage for approved orders with all documentation saved
- Placing Orders and chasing suppliers for any queries or outstanding items
- Updating, maintaining and checking supplier details
- Checking goods received and notifying departments to collect orders
- Investigating and resolving any invoice queries and arranging returns and ensuring any refunds or credit notes are received.
- Enter invoices on the Sage Financial system, saving and ensuring all documents are approved and saved in the correct areas in Sage.
- Regularly checking invoices 'on hold'
- Checking and reconciliation of supplier statements and resolving queries
- Reconciliation of school trips income and expenditure
- Reconciliation of the credit card statements on a monthly basis
- Adding payment items in parent pay and processing parent pay income into sage.
- Reconcile school printing costs and prepare / post departmental journals

- Maintaining and updating finance archiving on a timely basis
- To support the Finance Manager as and when required.
- To help with any adhoc duties.

Person Specification

Finance Officer

	Essential	Desirable	Assessment
<u>Qualifications</u>			
Good qualifications at GCSE (or higher) in English and Maths	✓		Application
Finance qualifications (e.g. AAT)		✓	Application
Willingness to learn/train	✓		Interview
<u>Experience</u>			
Knowledge and experience of working in a Finance team		✓	Application
Experience of working in a school, academy or college		✓	Application
Evidence of successful team working	✓		Application / Interview
Experience of using IT packages in a professional environment e.g. Microsoft Excel, Word, Sage or other finance package	✓		Application / Interview
<u>Personal Qualities</u>			
Effective listening, verbal and written communication skills	✓		Interview
Good organisational skills – able to prioritise own workload	✓		Interview
Flexible	✓		Interview
Hardworking, committed and punctual	✓		Interview
Respects confidentiality at all times	✓		Interview
Enjoy working as part of a team	✓		Interview
Excellent interpersonal skills and the ability to develop positive relationships with staff and parents	✓		Interview