



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Finance Assistant

We know from experience that things change throughout the lifetime of a role and so this JD is not a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we would love it if they resonated with you too.

About the role...

Main purpose of the role:

To assist in providing efficient, effective and timely financial support within the Trust's finance team under the direction of the Finance Operations Manager.

To complete finance routines relating to orders, invoices, bacs, cheques, income and the receipt and distribution of goods and services in line with the Trust's Financial Procedures.

Key accountabilities:

- Establish and maintain good relationships with all Trust Academies, learners, parents/carers, colleagues, suppliers and contractors regarding payments and assisting with all queries.
- Process orders, receive delivered goods and process invoices in line with the Trust's authorisation levels and financial procedures, ensuring attention to the validity and accuracy of the ledger codes and VAT details.
- Provide assistance to staff regarding financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Be instrumental in the prompt processing of transactions through efficient and effective working methods.
- Prepare payment runs and information required for ad hoc payments, ensuring that suppliers are paid in accordance with agreed terms.
- Liaise with the Finance Business Partner in relation to prepayments, accruals and contract renewals.
- Support the operating and monitoring of all Academy accounts and budgets and the reconciliation of transactions.
- Assist in the preparation of management information regarding finance as required by the Finance Operations Manager and Director of Finance.
- Assist with the setting up and maintaining of archive files and historic data in line with the Trust's policies.
- Prompt reconciliation of supplier statements including follow up of discrepancies and resolving queries.

- Consult with suppliers, contractors, other schools/academies and organisations, budget holders and address queries as required by the Finance Operations Manager.
- Ensure appropriate use of the purchasing card for on-line purchases.
- Assist and support with internal/external audits as required.
- Contribute to the evaluation and development of financial systems and procedures as required.
- Undertake bookings of accommodation and travel.
- Assist in the documentation of finance department tasks and procedures as required.
- Develop knowledge and skills to enable effective working relationships and ability to provide cover for Finance Team colleagues if required.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Process, input and extract data held on the Trust database systems as required.
- Maintain both manual and computerised record and filing systems in line with audit requirements, such as the authorised signatories list, invoices, petty cash vouchers, cheque books.
- Deal with correspondence promptly and as required, including distribution of invoices received, payment queries, communications received from suppliers and the bank.
- Answer incoming calls, dealing with requests and enquiries and taking messages as required.

General

- Attend Trust events as required.
- Attend relevant meetings and training sessions.
- Ensure compliance with all relevant policies and legislation.

Continuous learning:

- Keep up to date with best practice, knowledge sharing within the team to ensure continuous development and improvement in the service offered
- Seek out performance development feedback during the year for self, and the wider finance function and undertake 'back to the floor' days in TCAT to continually learn, reflect and improve our approach.

As a member of staff of The Trust:

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model elevated levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Good standard of basic education including Maths and English GCSE or equivalent

Experience, Knowledge and Skills

Essential

- Excellent communication skills
- Experience of working within a finance role
- IT skills including use of accounting software and spreadsheets including Microsoft Excel
- Ability to establish courteous professional relationships with colleagues at all levels
- Ability to work using own initiative

- Ability to resolve problems
- Ability to ensure confidentiality of information
- Accuracy of work
- Ability to work to deadlines and with minimal supervision

Desirable

- Knowledge of financial policies and procedures
- Knowledge of accounting procedures and practices
- Experience of developing internal systems and their controls
- Experience of working in a financial role within an Academy

Values and Personal Competencies

Essential

- Excellent people skills
- Energy and enthusiasm
- Self-motivation
- Excellent organisational skills
- Sense of humour
- Flexibility and adaptability
- Listening skills

Desirable

- Strong adaptability to change and development
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.