



Job Description and Person Specification

Inclusive, Collaborative, Ambitious

Job Title	Finance & Administrative Assistant
Responsible to	Business Manager, working closely with the Synergy Finance Team
Terms and Conditions	Hours of work 37 hours per week, 42 weeks per year (term time + 4 weeks) Scale: E

Core Responsibilities
<p>Responsible for:</p> <p>The purpose of the role is to assist with the organisation and administration of the school's financial resources; including assisting with the planning, allocating and using of financial resources in a manner which satisfies the requirements of accountability and financial control, and following the financial regulations of the Synergy Multi-Academy Trust.</p> <p>Key Responsibilities:</p> <p>To accurately maintain the school's financial records and produce financial information for key stakeholders as required. Ensuring that all procedures relating to routine transactions are carried out in accordance with the Trust financial regulations, the Academies Financial Handbook, good practice and relevant statutory legislation, ensuring that best value is achieved for goods, supplies and services.</p> <p>To oversee all processes in relation to routine financial transactions within the school.</p> <ul style="list-style-type: none"> • Set up new supplier and project codes on HOGES software. Raise orders for goods, supplies and services, following the purchase order processing procedure and ensuring the correct nominal coding, cost centre and project code are used, monitor goods inwards and report damages and omissions, liaising with suppliers as required and recording goods received. • Facilitate booking of staff training courses, transport, and accommodation where appropriate. • Facilitate the timely invoicing of coach companies for use of the car park. <p>To action and record transfer of funds from Pupil Premium / FSM pupil budgets to subsidise purchase of relevant school items or trip costs and to process refunds and internal transfers relating to Post-16 bursary.</p>

Core Responsibilities

To keep accurate records using Arbor specifically relating to trips and cashless catering accounts, supporting our Cover, Trips and Events Manager with obtaining quotes for activities and ensuring payment schedules are met.

Assist Data Team in both in year, and end of academic year leavers financial procedures for the school & college.

To process and record sales invoices and other local income.

To assist with the monitoring of local budgets and to distribute relevant reports on a regular basis to budget holders and assist them with regard to the monitoring of their budget and expenditure.

Responsibility for the RHSC Credit Card:

- Record all spending, ensuring a budget holder purchase order form is authorised and received for all purchase requests and invoice / receipt, detailing VAT where applicable, is obtained.
- Reconcile spending to monthly credit card statement, obtain Head of School signed copy of credit card statement and submit to Synergy Central Finance by the requested date.

Maintain trip and Curriculum Enhancement Week financial records and produce trip income and expenditure reports when the activity is completed, ensuring staff complete cash spending record and provide receipts.

- Liaise with CEW Lead regarding outstanding payments. Issue refunds where appropriate, for trip surpluses.
- Liaise with Synergy Senior Financial Officer to organise cash floats for trips and Curriculum Enhancement Week, banking any unused floats when returned, where possible using Soldo card for trips and visits.

Produce invoices for music tuition fees, monitor and record all income and liaise with the head of department in event of late or non-payment of fees. Monitor and support as required with any outstanding music debts.

Support the administration of fund-raising events, including annual sponsored walk.

Co-ordinate the hire / booking arrangements, and payments relating to:

- Bookings of the RHSC site and its facilities to third parties and advise Central Service regarding raising appropriate invoices.
- Charging of school minibuses to schools within the Trust.

To maintain the Gift and Fraud Log.

Other Responsibilities

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time-to-time staff will be asked to undertake any other reasonable tasks in relation to their role.

- Work in a manner which supports the Trust's core values, quality requirements and continuous

Other Responsibilities

improvement ethos.

- Undertake their duties in accordance with all Trust policies and procedures and in accordance with the Staff Code of Conduct
- Undertake their duties in accordance with the Trust's Equality and Diversity Policy
- Abide by the Trust's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act and General Data Protection Regulations.

Safeguarding, Health and Safety

- Undertake training and act as a First Aider for the school as required.
- Undertake their duties in accordance with Health and Safety at Work policies and procedures and take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work in accordance with Health and Safety legislation.
- Cooperate with the Trust in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Continuing Professional Development

- Keep abreast of developments in their own area of expertise and undertake professional development opportunities where identified and approved, subject to funding, to ensure continued effective performance in the role

Key Areas of role	Specification	Essential	Desirable
Qualifications	Educated to GCSE level with a minimum of Grade C or above in Maths and English or equivalent qualifications and a good standard of general education.	X	
	Relevant finance qualification or equivalent experience		X
Skills, knowledge and aptitudes	Evidence of experience in supporting the day to day operation of an establishment / company within financial constraints.	X	
	Experience of working with school financial systems.		X
	Experience in using school MIS / Finance software applications or equivalent.		X
	Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts.	X	
	Excellent attention to detail.	X	
	Effective communication with all stakeholders, both verbally and in writing.	X	
	Confident in the use of Microsoft IT systems and Outlook.	X	

Key Areas of role	Specification	Essential	Desirable
	<p>Excellent numeracy skills with the ability to analyse and present statistical information with confidence.</p> <p>Ability to understand, interpret, challenge and communicate financial information.</p> <p>Excellent interpersonal skills.</p> <p>Excellent organisation and time management skills with the ability to prioritise a busy workload and meet deadlines.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Values	<p>Calm, flexible, approachable aptitude.</p> <p>Ability to problem solve, take decisions and make good judgements.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality and a professional approach.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.