



ABINGDON LEARNING TRUST

JOB DESCRIPTION

POST:	Finance Assistant
RESPONSIBLE TO:	Trust Finance Manager
ACCOUNTABLE TO:	Chief Operating Officer
APPRAISAL:	The post-holder will be subject to the Trust's annual performance appraisal process.
GRADE:	4

1. JOB PURPOSE

Under the instruction and guidance of your line manager, provide general administrative and financial support to the Trust. This is a varied and challenging role and requires the post-holder to be articulate, confident and methodical with good organisational skills and financial knowledge.

2. ORGANISATIONAL STRUCTURE

As per staffing structure.

3. KEY RESPONSIBILITIES AND TASKS

Main Responsibilities:

- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders are checked for accuracy and forwarded to suppliers.
- Ensure all resources, equipment, stock, books and general supplies are obtained from the most cost-effective source in line with Trust requirements to achieve value for money.
- Add suppliers and check details of suppliers to the Trust finance system.
- Liaising with Budget Holders for invoice and purchase order authorisation.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Checking and reconciling statements received from suppliers to finance system and request copy invoices if required.
- Monthly reconciliation of charge card statements.
- Scanning current and historic invoices to the Trust finance system.

- Maintain an accurate and up to date filing system. Archiving and destruction of previous years records within established guidelines.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank or Post Office.
- Assist with BACS payment runs.
- Ensure all returns are made timely and refunds or credit notes are received.
- Investigating and resolving any supplier invoices under query.
- Processing of credit card transactions.
- Create invoices for Trust related activities such as pre-school, lettings, catering.
- Assist with distribution of reports to budget holders.
- Reconcile online payments and post to the relevant income codes.

Further duties

- Provide appropriate support when required for non-financial staff on basic financial procedures
- Provide cover in agreed activities in the absence of members of the finance team.
- Undertake any such other duties commensurate with the grade and responsibilities of the post.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity in the workplace and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the central team
- Appreciate and support the role of other professionals, both within the central team and in the schools
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

4. JOB CONTEXT

The jobholder reports directly to the Trust Finance Manager and is part of the Central Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Trust Finance Manager.

5. CONTACT WITH OTHERS

To include:

- Trust Executive Team
- Staff in Central Team
- Headteachers within Trust
- School staff with the Abingdon Learning Trust

- Visitors from other schools, agencies and organisations

6. PERSON SPECIFICATION

- See attached document

7. KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- GCSE standard Maths and English and/or Level 2 Numeracy and Literacy
- Confident use of ICT packages
- Good keyboard skills
- Identify own training and development needs and cooperate with means to address these

8. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the Central Office at Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW however you may be requested to work in any of the current schools in the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: