



JOB DESCRIPTION

JOB TITLE:	Finance Assistant
RESPONSIBLE TO:	Finance Officer
LOCATION:	The Galaxy Trust
SALARY GRADE:	KR4
HOURS:	25 hours per week, 52 weeks per year

PURPOSE OF THE POST

To undertake specific finance support responsibilities to ensure the efficient and effective use of the Trust budgets.

Main Duties

- Undertake a range of financial procedures, including placing orders, invoicing and payments, banking, issuing receipts and dealing with supplier issues ensuring correct financial control is applied.
- Input and amend data on PS Financials accounting system.
- Raise sales invoices for income due to The Galaxy Trust.
- Maintain online payment systems and collect and record income when necessary.
- Monitor and chase outstanding monies to ensure that debt is kept to a minimum at all times.
- Process voucher payments in relation to nursery and extended services.
- Provide registers for extended services and clubs when necessary.
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these.
- Produce a range of financial information and data when required.

Other Duties

- Undertake all duties as required, that are consistent with the objectives and/or duties of the post.
- Support your colleagues and the Chief Operating Officer when required.
- Undertake specific projects or temporary duties as required from time to time.
- Attend and participate in relevant meetings when required

Personal Responsibilities

- Carry out the duties and responsibilities of the post, in accordance with the School’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Promote the safeguarding of children.
- Take care for their own and other people’s Health & Safety.
- Use initiative in time management to organise own workload to meet deadlines.
- Contribute to the overall ethos, work and aims of The Galaxy Trust.
- Undertake training and professional development as appropriate.
- Undertake other duties appropriate to the post that may reasonably be required.
- Be aware of and follow policy on confidentiality.
- Create and maintain good working relationships among all members of the school community.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. **This job description may be subject to amendment or modification at any time in consultation with the post holder.**

Signed:

Date:

Employee

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- Previous finance and administration experience.
- Ability to deal with staff enquiries in a professional manner.
- Ability to work across all sites within The Galaxy Trust, ideally with own transport.
- A calm manner to deal with all situations.
- Excellent communication and interpersonal skills, both written and verbal.
- Good working knowledge of Microsoft Office.
- Ability to use own initiative and also work with colleagues as part of a team, to be flexible, adaptable and able to multi-task.
- Good level of general education.
- Understanding of GDPR and Data Protection Act 2018.
- Understand the need for confidentiality.
- Ability to work under pressure and meet deadlines.

PREFERRED REQUIREMENTS

- Experience of working in a school environment.
- Experience of PS Financials.