## Job Description

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| Job Title: | Finance & Administration Assistant (Maternity Cover) |
| Reference: |  |
| Reports to: | Finance Manager |
| Responsible for: | No line management |
| Salary range: | £20,595 FTE  |
| Contract: | Full/Part time |

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| Main purpose of the role: | The Finance Assistant supports the Finance Manager and the team with the efficient running of the Finance office, providing support for procurement activities alongside management of fixed assets and general office administration. |
| Main duties: | 1. The efficient and proactive running of all operations within the Finance office.
2. The Purchasing of Goods & Services for the Academy, ensuring compliance with purchasing policies and procedures and value for money is achieved in all transactions.
3. Support for the organisation and smooth running of Academy events and trips.
4. Assist with the management of fixed assets.
5. Providing monthly departmental budget reports to the Finance Manager within 5 days of month end.
6. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Finance Manager
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|  | **Essential** | **Desirable** |
| Qualification | * GCSE English and Maths at Grade C/4
* Evidence if continuing professional development
 | * A finance qualification
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| Experience | * Experience of working in an office administration or financial role
 | * Proven strong, effective people skills
* Experience working in school financial management
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| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders
* Demonstrable ability to communicate effectively in both oral and written form, producing financial management reports
* Creative and innovative.
* Data and IT literate with good IT skills, particularly in Excel
* Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.
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| Qualities | * Able to confidently liaise with senior colleagues including in formal settings.
* Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.
* Personal and professional authority and resilience.
* Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.
* Empathetic, tactful and diplomatic.
* Solution focused, working collaboratively and collegially with colleagues and stakeholders.
* Excellent inter-personal skills.
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