



JOB DESCRIPTION

JOB TITLE: Finance Assistant

RESPONSIBLE TO: Finance Officer

LOCATION: Gravesham Hub at Culverstone Green Primary School

SALARY GRADE: KR4

HOURS: 37 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 but not limited to placing and chasing orders, invoicing and payments, inputting credit notes, income and direct debits from bank statements and dealing with supplier issues ensuring correct financial control is applied.
- Raise BACs runs and sales invoices to customers.
- Maintain online payment systems including setting up trips and payment items.
- Monitor and chase outstanding monies to ensure that debts are kept to a minimum at all times.
- Responsible for adherence to financial regulations, audit requirements and advising on the application of these.
- Produce a range of financial information and data when required.
- Day-to-day filing and answering finance calls and emails.

Other Duties

- Undertake all duties as required, that are consistent with the objectives and/or duties of the post.
- Support your colleagues and the Deputy Chief Financial 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 Golden Thread Alliance.
- 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 Golden Thread, 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.