



Job Description: **BCAT Finance Assistant**

Grade: BCAT 5

Employed for: 37 hours per week, term time only + 5 SDD + 5 days.

Hours: 8am to 4pm Monday to Thursday, 8am to 3:30pm Friday.
30 mins unpaid break per day

Professional Relationships:

Responsible to: Trust Finance Manager

Purpose: The BCAT Central Team promotes the highest standards of business ethos within the administrative function of the Trust and strategically ensures the most effective use of resources in support of the Trust learning objectives.

Person Specification

Essential Skills

- Excellent communication skills
- Excellent ICT skills including Word, Excel, Outlook, MS Teams and MIS system
- High level of professionalism and ability to recognise and maintain confidentiality
- Good interpersonal skills
- Work under pressure to meet deadlines
- Good organisation skills
- Ability to use initiative
- Flexibility

Desirable

- Experience of working in School Finance
- Experience in varied administration work
- Trip or Event Management

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.

Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection

Job Description

Accountabilities	Indicative Tasks/actions
Procurement	<p>Review all Requisitions raised for best value and appropriateness; confirm ok to order by converting into a Purchase Order.</p> <p>Email out approved Purchase Orders to suppliers within a timely manner.</p> <p>Ensure adequate training is delivered to Budget Holders and Requisitioners for online ordering and goods receipting.</p> <p>Raise orders on the system for departments where Budget Holders don't yet have access to raise themselves.</p> <p>Review pending Requisitions and Orders daily, to ensure that approvals are completed by Budget Holders in a timely manner, and all Orders are with the supplier as soon as possible.</p> <p>Support the Schools with arranging returns for goods as required.</p> <p>Review Commitments monthly; ensuring any that need cancelling are done so in a timely manner.</p> <p>Make purchases for items needed on the Trusts' Government Procurement Cards as required, obtain relevant documentation for filing and record accurately and timely on PS Financials.</p> <p>Ensure all Purchase Invoices are posted accurately on the finance system in a timely manner.</p> <p>Obtain approval for all Purchase Invoices; either via checking the online approval is as per the authorisation limits, or obtaining approval from the Budget Holder via email, as required.</p> <p>Pass all approved invoices over to the Finance Officer weekly for the payment run.</p>
Government Procurement Card Administration	<p>Process all procurement card transactions; ensuring the relevant paperwork is obtained from the budget holders in a timely manner and filed accordingly.</p> <p>Reconcile the Government Procurement cards on the system each month.</p> <p>Report any missing paperwork to the Finance Officer.</p>
Trip Management and Reconciliation	<p>Process all income received from pupils on the Bromcom System and post accordingly into PS Financials.</p> <p>Chase parents for any missing / late payments towards trips; sending reports to trip leaders as required.</p> <p>Obtain quotes and book travel arrangements for all Trips across the Trust as required.</p> <p>Ensure that all Trip Accounts are balanced down in a timely manner; reporting over or underspends to the Trip Leader and reconciling accordingly</p>

Cash	<p>Ensure that any cash collected within School is accurately banked and stored securely.</p> <p>Post these transactions on the finance system in a timely manner.</p> <p>Ensure cash balances do not exceed insurance levels and are banked safely as required.</p> <p>Ensure monthly count of petty cash and reconciliation is agreed back to the finance system.</p> <p>Reconcile paying in slip control accounts on the finance system at least monthly, to ensure banking agrees to the system.</p> <p>Manage requests for cash and foreign currency for events and trips to ensure is available as required and managed securely.</p>
Other	Support the Schools and parents with financial enquiries as required.

The post holder is also required to carry out any other duties commensurate with the role, to ensure that smooth running of the department. This could entail covering the roles normally carried out by another colleague within the department if that colleague is absent for a period of time.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher, Chief Finance Officer and Trust Finance Manager.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Signed:

Date.....