

Finance Assistant Job Description

Responsible to: Finance Manager

Grade: NJC Grade D2 Point 4 - 11

Purpose:

The Finance Assistant is responsible for:

- Assisting with the effective operation of the finance function within the Trust.
- Assisting with the safe receipt and handling of cash and the reconciliation of transactions.
- Completing processes relating to orders, invoices, cheques, payments, income and the receipt and distribution of goods and services.
- To support in the administration of payroll.
- Undertaking administrative and finance duties as required.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Finance Manager.

Conditions of employment:

- The responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- They are required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the governing body.
- They shall uphold the Trust's policy in respect of child protection and safeguarding matters.
- They shall be subject to all relevant statutory and institutional requirements.
- They may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Job specification:

Operational:

- They shall process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- They shall set up products in our Finance system so students can make online payments.
- They shall provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.

- They shall ensure the safe receipt, handling and banking of monies and cheques received as required.
- They shall issue petty cash payments ensuring required receipts and signatories are obtained for all purchases as required.
- They shall provide efficient finance and administration assistance as required.
- To support in the administration of payroll.
- They shall assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income, preparation of monthly bank reconciliations, accessing and producing reports for budget holders.
- They shall liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required.
- They shall undertake administrative tasks including, photocopying, filing and collating reports.
- They shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- They shall assist in transferring data safely when database systems are introduced and/or changed.
- They shall assist in the setting up and maintaining of archive files and historical data.
- They shall contribute to the evaluation and development of financial systems and procedures.

Administrative

- They shall ensure that all administrative duties, checks, documentation and reports are completed to the required level of accuracy and within deadlines.
- They shall process, input and extract data held on the school's database systems as required.
- They shall maintain both manual and computerised record and filing systems in line with requirements.

General:

- They shall attend events as required.
- They shall attend relevant meetings and training sessions.
- They shall keep abreast of developments and changes in fields relevant to the role and communicate to staff as required.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

This job description is not exhaustive and subject to review by the People Services Manager in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....

Employee

Signed Date

CEO

