

Job Description

Job Title:	Finance and Human Resources Administration Assistant
Reference:	
Reports to:	Finance Manager
Responsible for:	No line management
Salary range:	Academy Band D: FTE
Contract:	Full time, all-year round

Main purpose of the role:	To assist the Finance Manager in the daily running of the purchasing ledger, ensuring that we are getting 'best price' and good value for money, and to support the HR Manager in ensuring that the HR department works effective and efficiently.
Main duties:	<p>The post-holder will be responsible for:</p> <p>Finance</p> <ul style="list-style-type: none"> • Daily and monthly procedures and transaction processing in connection with the Financials Live V24 system: ensuring that all ledgers are kept up to date, control accounts reconciled and period end accounts produced within 3 days of month end. • The purchasing of goods and services: operate the Financials Live V24 purchasing system and any purchases of supplies made outside the system. Ensure all orders released to suppliers are in accordance with the Academy's "Purchasing Policy" and "Authorisation and Signatory Levels" policies. • Paying all creditors when due and resolving supplier issues: ensure that all payments to creditors are paid on the due date, completing BACs payments when supporting invoices and other documentation are fully authorised. • Regularly review aged creditors listing investigating any overdue balances and explain any debit balances. Reconcile any aged creditors to the control account. • Helping Budget Managers understand their budget, commitment and available spend position: work with budget holders using the Financials Live V24 purchasing and budgeting modules to ensure that it is an efficient and labour-saving tool. • Providing monthly departmental budget reports to the Finance Manager within 5 days of month end. • Supporting with the preparation and submission of monthly VAT returns. • Supporting the Finance Manager by providing data for financial analysis as required.

	<ul style="list-style-type: none"> • Working with the finance team to ensure prepayments and accruals are recorded accurately. • Support the Finance Manager and Operations Manager with the correct recording and checking of assets. • Stocks management: take responsibility for the checking in of goods delivered to the Academy, ensuring that what is delivered matches what was ordered, arrange delivery to users by the Premises staff, and keep securely accounted for general items used throughout the Academy. • Take minutes for the bi-monthly Finance Committee meetings. • To support the Educational Events Co-ordinator as needed. • Scan, file and archive finance documentation as required in line with the Academy’s policies on data retention. • 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, Director of Finance and Operations or Principal. <p>Human Resources</p> <ul style="list-style-type: none"> • Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings and interviews, tracking deadlines, and taking down minutes as needed. • Establishing and maintaining personnel, recruitment records, files, correspondence, reports, and organisation charts. • Request references from present or past employers of applicants and input details on the Academy’s HR System and the Single Central Record • Ensuring that all HR forms/documents are scanned and added to the appropriate electronic files. • Scan, file and archive HR documentation as required in line with the Academy’s policies on data retention. • 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, Director of Finance and Operations or Principal. 	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • A*-C GCSE Maths and English or equivalent; • Evidence of Continuing Professional Development relevant to the role. 	
Experience	<ul style="list-style-type: none"> • Experience of working in an 	<ul style="list-style-type: none"> • Experience of working in Finance

	administrative role.	and HR in a school or local government setting.
Skills	<ul style="list-style-type: none"> • Understanding of the need for confidentiality. • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form • Data and IT literate with good IT skills. • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. • Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of staff. 	
Qualities	<ul style="list-style-type: none"> • 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. • Solution focused, working collaboratively and collegially with colleagues and stakeholders. • Excellent inter-personal skills. • A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. 	