



## **Job Description Finance Assistant**

**Salary: KR4 (FTE £21,389 Pro Rata £9,944.39)**

**Working Hours: 20 hours per week including inset days. Days and hours can be flexible for the correct candidate.**

**Reports to: CFO**

We are seeking to appoint a friendly, professional, efficient and reliable person to join our central team. This post will suit somebody who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently, ensuring there is a smooth transfer of information with other members of staff.

The successful candidate will be able to multi task, have the ability to keep calm under pressure and to meet deadlines. Experience of working in a school office and knowledge of FMS would be advantageous but is not essential as full training will be provided; you will need excellent IT skills and good initiative. You will need to have enthusiasm for learning new skills and will need to be flexible and adaptable

### **Purpose of the job**

- To assist in ensuring the smooth day-to-day running of the finance function and support the Finance Officer and Chief Finance Officer in accurate financial management and reporting using the appropriate accounting software and associated applications.

### **Specific Responsibilities**

- Raise all purchase orders for all schools within the Trust
- Process all supplier invoices
- Raise all invoices for lettings and our onsite nursery
- Weekly ordering of items as required
- Distribution of orders once received
- Be fully aware of and follow all Trust policies and procedures to ensure compliance

This job description is not exhaustive and you may be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.