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**Fulston Manor Academies Trust**

**post: Trust Finance Assistant**

**Reports to: Trust Finance Manager**

**Responsible to: Trust HR & Business Director**

**Hours: 27.5 hours per week – Term Time Plus 4 Weeks (20 days: At least 10 days in August)**

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**Details of the Post:**

**Job Purpose:**

To work within the Trust Business Team being responsible for the robust management of the Trust’s finances, ensuring that resources are deployed effectively and efficiently to support the Trust’s aims and the long-term sustainability of the budget.

To provide support to the Trust HR and Business Director, Trust Finance Manager, Heads of School, on all financial matters as part of the Finance Team.

**Budget Preparation and Monitoring**

* Monitor the Trust’s budgets to ensure the efficient and effective control of income and expenditure, complying with the Trust’s financial regulations and public procurement regulations
* In conjunction with the Trust Finance Manager and wider Trust Business team plan and prepare annual draft budgets and termly finance reports for Fulston Manor School, Fulston Manor Academies Trust and South Avenue Primary School for approval by Executive Headteacher and Governing Bodies.

**Operational Management**

* Ensure accurate records are kept of all financial transactions that meet statutory retention guidelines
* Trip Reconciliations – liaise with trip administrator to ensure all costs and income meet the requirements as per the Academies Trust Handbook.
* Undertake Intra-company reconciliations on a monthly basis
* Bursaries – comply with ESFA guidelines, assess applications for approval, make payments, ensure receipts received, laptops returned in a timely manner
* Hardship – liaise with parents and arrange requests

**Returns and Auditing**

* Assist the Trust Finance Manager to prepare annual DfE returns and VAT returns in accordance with, DfE, ESFA and HMRC, within statutory deadlines
* Assisting the Trust Finance Manager with the preparation of schedules regarding end of year accounts
* Maintain Trust’s Fixed Asset Register and ensure capital additions are coded to appropriate nominals. Depreciate fixed assets according to the Finance Policy and enter depreciation onto accounting software
* Comply with all requests from the external auditors and facilitate all audit requirements

**Other Responsibilities**

* Develop professional expertise to maintain an in-depth understanding of own specialisms to enable the development of new knowledge and understanding within each aspect of the responsibility
* Monitoring accounting procedures and providing assistance to colleagues within the Trust, as required, to work within the Trust Finance policies.
* Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Trust HR and Business Director

**Additional**

**Person Specification**

**Essential:**

* Ability to cope with interruptions
* The ability to remain calm under pressure and handle a wide range of situations
* Be a strong team player
* Be adaptable and be flexible, with a ‘can-do’ attitude
* Ability to work on own initiative and prioritise
* Excellent attention to detail
* Good working knowledge of Microsoft packages and Google Workspace

**Desirable:**

* AAT Level 2 or similar accounting qualification
* Experience in an education setting would be an advantage
* Experience of using PS Financials, ParentPay, WisePay would be an advantage although training will be provided