**Job Description / Personal Specification**

**Job Role: Trust Finance Assistant**

**Contract Hours: 20 hours per week (10.30am – 2.30pm), Term-Time only plus 5 training days + 3 days worked in school holidays**

**Salary: TCAT Pay range 5 £24,040**

**(Pro-rata £11,399 – based on actual hours worked)**

**Depending on skills, experience and qualifications.**

**Line Manager: Assistant Finance Manager**

**Purpose of the role:**

To maintain a comprehensive financial support service to the Chief Executive Officer, Trust Directors, Chief Financial Officer and staff to meet the changing need of the Trust. To support the Trust vision.

**Specific Responsibilities:**

**Finance Office**

* Act as main contact for the Finance Office, offering support to parents, pupils and other staff members across the trust.
	+ Respond to staff, parent and pupil queries timely and professionally.
	+ Ensure the finance office is always manned.
	+ Monitor the finance inbox.
* Oversee all Academy deliveries as per goods in process and distribution policy.
* Support finance payables function with purchase ordering and invoice processing to the finance system.
* Process internal recharge journals monthly to the finance system.
* Operate as main finance cashier.
	+ Daily counting and reconciliation of cash, card transactions and cashless transactions.
	+ Process banking against finance control account for weekly cash collection.
	+ Daily collection and reconciliation of catering tills.
	+ Manage and maintain petty cash and float distribution and processing.
	+ Catering support by way of manning one of the Academy canteen tills daily during servery and any ad-hoc cover when required.
* Operation of the Academy uniform shop.
	+ Termly stock control.
	+ Undertake annual stock take in August.
	+ Process & reconcile sales daily to the finance accounting system.
* Provide administrative support for Academy Trips to trip leaders.
	+ Reconcile and issue monthly trip reports.
	+ Monitor trip payments.
* Carry out other tasks as specified within the roles task list.

**General Responsibilities**

* Undertake exam invigilation as and when required, once training has been received.
* Be available to assist during specific events such as annual induction evenings and uniform distribution days, other annual school events.
* Attend Twilight sessions relevant to personal CPD or Academy requirements as directed by Assistant Finance Manager or Finance Manager.
* Contribute to totality of role where and when appropriate.
* Undertake any duties as directed by the Finance Manager or Chief Financial Officer in support of the Trusts overall financial responsibilities.
* Cover finance colleagues during periods of absence as directed.

**Personal Characteristics:**

The successful candidate will ideally possess many of the following personal characteristics, experience, skills and knowledge:

**Qualifications:**

* GCSE Maths and English.

**Knowledge & Skills:**

* Good numeracy and literacy skills.
* Competent and effective user of IT, including Excel and Word.
* The ability to learn new systems relatively quickly would be an advantage.
* Attention to detail and an analytical mind.
* Experience of working in a busy office environment.

**Other Personal Qualities:**

* Ability to work as part of a team, to work independently and to think laterally and creatively.
* Able to adapt to an ever-changing environment.
* Proactive.
* Excellent interpersonal & communication skills.
* Ability to communicate effectively with parents, pupils, staff and outside companies at all levels.

**Continued professional development**

* To take responsibility for their own professional development.
* To maintain a professional portfolio.
* To identify areas for further development and engage fully in the CPD programme of The Canterbury Academy Trust.

**HEALTH & SAFETY RESPONSIBILITIES:**

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**SAFEGUARDING:**

All appointments are subject to obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Chief Executive Officer and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Professional Development Review (PDR) programme.