



Parkwood Hall
CO-OPERATIVE ACADEMY

JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy
Job Title:	Finance Assistant
Reports To:	Senior Finance Officer (SFO)
Grade:	Scale 3 or 4 dependant on experience (£24,189 to £26,668 including fringe allowance).

Parkwood Hall is a school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

Job purpose: To perform operational finance requirements of the academy under the finance policy and scheme of delegation set out by the Trust. Providing support to the Senior Finance Officer and Director of Finance & Operations in effectively and efficiently running the finance function of the trust.

General responsibilities

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal or Director of Finance & Operations.

Finance responsibilities

- Reporting to SFO to ensure the smooth and efficient running the accounting process while ensuring the integrity and accuracy of financial data
- Completion of all Purchase Ledger (PL) processes to meet the needs of the school including:
 - Reconcile supplier invoices with purchase orders (PO) and delivery notes/goods received notes, investigating and resolving discrepancies
 - Process invoices in IRIS software
 - Reconcile Agency invoices in line with details in inventory report

- Provide the SFO with timely information on CapEx, accruals, prepayments and so on
- Perform monthly reconciliations of supplier statements
- Manage staff Expense process ensuring Vat Receipts are provided
- Manage supplier payment runs as needed for due invoices and hand in to SFO
- Processing Credit card transactions and maintain accurate records
- Conduct monthly petty cash counts and reconcile balances with SFO
- Maintain account email inbox related to PL and respond to queries promptly
- Assist the team in raising PO's in the system and create POs when necessary
- Review spending against budgets, flagging any areas of unnecessary expense
- Check supplier contracts to ensure charges align with agreed terms
- Manage Amazon and Asda accounts for staff-related purchases when required
- Issue lunch vouchers, collect fees, and record transactions daily
- Handle petty cash issuance upon receipt of approved forms
- Assist with reconciling voluntary donations and cash transactions
- Record any pocket money received on the daily financial sheet

Other responsibilities

- Promote the Trust's vision and values
- Support the Director of Finance & Operations and Senior Finance officer as required
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility

Person Specification – Finance Assistant

Education & Qualifications	<p>Essential</p> <ul style="list-style-type: none"> ● Good standard of English and Maths, GCSE or above ● Level 3 or above or equivalent professional qualification in a relevant field or subject
Knowledge, experience and training	<p>Essential</p> <ul style="list-style-type: none"> ● A minimum of 3 years' experience working in finance, ideally with PL <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of working within a school or SEND environment
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none"> ● Strong attention to detail and accuracy in data entry ● Good working knowledge of VAT ● Familiarity with accounting software, preferably IRIS ● Ability to manage multiple tasks and prioritise responsibilities effectively ● Excellent communication and problem-solving skills ● Ability to be able to understand, interpret and communicate financial information and liaise with a wide range of stakeholders including SLT and Governors as needed ● Demonstrate a good command of the English Language ● Good organisational skills and ability to prioritise workloads and set personal deadlines, together with the ability to show initiative and independence ● Plan and work efficiently under pressure to meet deadlines ● Work effectively in a team environment ● Establish and maintain a good working relationship with colleagues ● A working knowledge of current IT and computer

	<p>systems such as Microsoft Word, Access, Excel as well experience in using financial software (Ideally IRIS/PSF)</p> <ul style="list-style-type: none"> • Maintain confidentiality at all times <p>Desirable</p> <ul style="list-style-type: none"> • Willing to work towards the AAT qualification
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Punctual • Approachable and empathetic • Creative and enthusiastic • Organised and resourceful • Be of smart appearance • Uphold the Parkwood Hall Cooperative Academy values
Special Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Undergo an Enhanced DBS check • To undergo a pre-employment health check
General Information	
Equality of Opportunity	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any SLT of the school. • Participating in the ongoing development, implementation and monitoring of the school plans. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Attend regular meetings as required and make a positive contribution during meetings • To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice • Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed • Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks,

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee _____ Date _____

Principal _____ Date _____