



Job Description

**Finance Assistant**

***The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first****.*

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

**Core Purpose:**

The Trust’s ultimate goal is to improve outcomes for children.Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

**Values:**

We value children’s well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

**What drives us?**

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active ‘can-do’ philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.

Introduction





**Post:** Finance Assistant

**Reports to:** Finance Manager andChief Operating Officer

**Liaising with:** Trust Central Team, Headteacher, Senior

Leadership Team, School Admin Team, Staff,

and external agencies.

**Purpose:**

Under the direction of the COO undertake the day to day running of finance processes and systems within the Trust and assist in the preparation of budgets. To provide support to the COO, in all financial and administrative functions.

**Specific Responsibilities:**

* To administer the budgets on the Trust’s Financial system
* Deal with internal and external financial queries and maintain good lines of communication
* Bank reconcile cash, cheque and BACS payments on a weekly basis and in keeping with the Financial Regulations Manual
* Complete orders which must be processed using the Trust finance system and follow procurement guidelines, adhering to appropriate authorisations and delegations
* Monitor expenditure and process invoices for payment. To raise and authorise payment to suppliers
* Prepare all Trust income for banking and input onto Trust finance system following the guidelines within the Financial Regulations Manual.
* Processing of orders to suppliers, ensuring they are signed and forwarded onto the suppliers for dispatch to the Trust
* Ensure Value for Money is achieved on all procurement activities
* Process cheques or BACS payments to suppliers after authorisation, ensuring they are posted on to the creditor when payment is made. Filing all documentation when complete and correct.
* Monitor and invoice all lettings of premises
* Maintain records for audit and prepare for audit visits
* Support the COO in the preparation of budgets
* Carry out all activities in accordance with The Stour Academy Trust’s Finance Policies
* Ensure all income is accurately accounted for and receipts issued where appropriate



**Specific Responsibilities:**

* Promote the agreed Trust ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors.
* Promote the Trust and celebrate its success at every opportunity
* Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures and the Trust’s safeguarding policy.
* Undertake other tasks commensurate with the post as directed by the COO
* Create and process Sales/Sales Invoices
* Set up, monitor and account for Direct Debits as appropriate
* Check and process staff expense re-claims for accuracy and legitimacy, obtaining signature of authorisation from the Headteachers
* Process and manage the school credit card
* Review payroll as appropriate once it has been processed by the payroll provider
* Undertake monthly VAT processes to allow for reclaim
* Carry out month end processes for responsible schools
* Undertake other duties commensurate with the post as requested by the COO

**The duties above are neither excusive nor exhaustive and the post holder may be required by the COO to carry out appropriate duties within the context of the job, skills and grade.**