

# Fulston Manor School



**Post: Trust Finance Assistant**

**Reports to: Trust Finance Manager**

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

**Salary: FMAT Band C Point 4 £27,364.00 FTE**

## **Main Purpose:**

To work within the Trust Business Team, supporting the robust management of the Trust's finances. The role ensures that financial resources are deployed effectively and efficiently to support the Trust's strategic aims and long-term sustainability.

The postholder will provide financial support to the Trust HR & Business Director, Trust Finance Manager, and Heads of School, ensuring the professional operation of the Trust's finance function.

## **Key Responsibilities**

### **Public Funds, Regulatory Compliance and Audit**

The postholder will ensure that all financial activity is conducted in accordance with:

- The Academy Trust Handbook
- The Academy's funding agreement
- Fulston Manor Academies Trust financial policies and procedures
- HM Treasury's Managing Public Money principles.

The postholder will support the support the Trust HR & Business Director and Trust Finance Manager with external audit, internal scrutiny visits and other regulatory activity assisting with access to records, explanations and reconciliations in accordance with audit requirements.

### **Accounts Payable**

- Process purchase invoices and reconciling supplier statements in a timely manner in line with the Trust's finance policy.
- Bank Reconciliations including accurate and timely posting of Direct Debit payments and receipts into the bank onto the accounting system.



- Produce a weekly BACS payment run ensuring all appropriate documentation is authorised in line with the Trust's finance policy.
- Manage all corporate card transactions into the finance system accurately resolving any discrepancies and reconciliations in a timely manner.

### **Purchase Orders**

- Process purchase orders from authorised purchase requisitions in line with agreed budget holder authorisation limits.
- Match goods received notes to purchase orders raised.
- Chase suppliers for outstanding orders/deliveries or make necessary arrangement for return of goods
- Liaise with site staff to ensure the safe delivery of goods to the relevant departments.
- Ensure procurement activity supports value for money and complies with Trust procurement policies.

### **Accounts Receivable**

- Raise sales invoices and any other ad hoc invoices for additional fees in line with agreed timelines.
- Maintain the sales ledger ensuring all information is up to date and adding new customers and suppliers (as per the new supplier process) as required.
- Process all receipts against individual accounts on a regular basis.
- Ensure payments are received in line with credit terms, send monthly statements and undertake credit control procedures to chase overdue debts.

### **Banking**

- Reconcile the academy's bank accounts on a weekly basis
- Ensure timely banking of cash and cheques
- Obtain foreign currency for school trips when required
- Process standing order donations and collate information required for any gift aid claims

### **Financial Strategy, compliance and audit**

- Assist the Trust Finance Manager with annual DfE returns and VAT returns in accordance with, DfE and HMRC, within statutory deadlines
- Assisting the Trust Finance Manager with the preparation of schedules regarding end of year account

### **Fixed Asset Register**

- Accurate recording of capital additions
- Correct coding to nominal accounts
- Depreciation calculations in line with the Trust Finance Policy

### **Wisepay/ParentPay**

- Issue logins to all new student and staff starters.



- Manage and be the main contact for Wisepay and ParentPay for the schools in order to set passwords including resets, generating letters to parents, issue refunds and assist with technical and all other queries.

#### **Other duties**

- Maintain accurate records of all transactions in line with statutory retention guidelines.
- Keep all accounts filing up to date and archive as necessary.
- Undertake any such other finance related or administrative duties as may reasonably be required to support the effective operation of the school.
- Work in accordance with the Trust's financial regulations, scheme of delegation and related financial policies, supporting regular reviews and updates when required.
- 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

#### **Fraud, Irregularity and Whistleblowing**

The postholder will remain vigilant to the possibility of fraud, theft, cybercrime or financial irregularity and will report concerns promptly in accordance with the Trust's whistleblowing policy and the Academy Trust Handbook.

<u>CRITERIA</u>	<u>QUALITIES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade C/5 in English and maths</li> <li>AAT Level 3 (or equivalent accounting qualification)</li> </ul>	X  X	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience within an Education or Academy Trust setting.</li> <li>Knowledge of public procurement regulations</li> <li>Working knowledge of PS Financials, Wisepay and ParentPay</li> </ul>		X  X
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience of working in a busy finance department or team</li> <li>Working knowledge of finance systems</li> <li>Excellent IT skills – Excel and Google Classrooms</li> <li>Good written and verbal communication skills with the ability to communicate effectively with a wide range of stakeholders</li> <li>Willingness to undertake training, including updates on changes to the Academy Trust Handbook, financial regulations and public sector finance requirements</li> </ul>	X  X X  X	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Capacity to remain calm and cope under pressure</li> <li>Ability to work to deadlines</li> <li>A collaborative team player</li> <li>Maintains confidentiality and can work with discretion at all times</li> <li>Conscientious, reliable and enthusiastic</li> </ul>	X  X X  X	