**JOB DESCRIPTION**

**Finance Assistant**

Grade: Grade 4 (points 8-14)

Salary: £22,777 to £25,409 (pay award pending)

Responsible to: Chief Finance Officer

Hours of work: 37 hours per week, all year round.

**Overview**

The post holder will undertake responsibilities as a member of the Central Trust Team to provide efficient and effective financial support required to meet the Trust’s core financial responsibilities.

**Duties and Responsibilities**

**Financial Management**

* To provide high quality financial administrative support to the Trust’s Central Team under the direction of the CFO.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

**Invoice processing for centrally paid items and funding**

* To process supplier invoices within the terms stated by the supplier. Ensuring invoices are checked and authorised in line with the agreed procedures and timescales.
* Ensure invoices are posted to the correct cost centre and ledger code.
* Ensure VAT is correctly recorded in the finance system.
* Prepare weekly BACS payment files for authorisation and payment.
* Raise sales invoices where required.
* Assist schools with queries relating to transactional processing.
* Correcting any errors identified.
* To record funding and other income in the financial system.

**Supplier Maintenance**

* Set up and maintain supplier details in the finance system.
* Respond to queries from suppliers, academies and other parties as is necessary, in a professional and efficient manner.
* Regularly review aged creditor report to ensure all payments allocated correctly and no accounts have ongoing queries.

**Banking**

* Reconcile the central Trust bank account on a weekly basis.
* Prepare applications for changes to bank accounts and credit cards for authorisation and submission.

**Payroll Reconciliation**

* Assist in the preparation of the monthly payroll journal.
* Import monthly payroll data to the budgeting system to reconcile amounts paid with the budget.

**Other Duties**

* Accurately transferring data between systems in line with schedule.
* Provide back up to the rest of the Central Trust Team during busy times as needed.
* Contribute to the Trust’s culture and development by:
  + Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
  + Attend finance meetings where requested;
* Share good financial practice across the Trust and schools;
* Participate in appropriate induction programmes to support new staff into finance and provide support for those members of staff who are new to a Trust/Academy environment.
* To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required
* Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
* Assist with any other duties as required.

**PERSON SPECIFICATION**

**Finance Assistant**

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| **Qualifications/Training** | |
| GCSE A\*-C English and Maths, or equivalent | Essential |
| AAT level 2 or equivalent experience | \*Desirable |

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| **Experience** | |
| Finance – experience of working within a finance or accountancy role | Essential |
| Work in schools, academies or colleges | \*Desirable |

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| **Skills** | |
| Ability to develop and maintain effective and efficient Finance administration systems | Essential |
| Good working knowledge of Microsoft Office, including word | Essential |
| Excellent working knowledge of Excel | Essential |
| Attention to detail | Essential |
| Ability to communicate effectively with people at all levels by telephone, face to face and in writing | Essential |
| Ability to maintain confidentiality | Essential |

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| **Qualities** | |
| Ability to work with accuracy under pressure | Essential |
| The ability to manage conflicting priorities | Essential |
| Suitable for work with children | Essential |