
Job Description for Finance Assistant

Responsible to: The Finance Manager

Based at: Headquarters - Normanton

Paid on: Support Staff Salary Scale – Band E Points 6-9

OVERALL PURPOSE OF THE POST

To work as part of the Trust Finance Team in order to provide a high quality, efficient, effective and supportive service to all academies in the Trust.

MAIN DUTIES

- Assess Bursary Fund and Free Meals applications and ensure payments to students are accurate and made in a timely manner.
- Set up and monitor student trip and sale accounts on the finance system, liaising with Head of Faculty as necessary.
- Reconcile trip and sale accounts on a monthly basis.
- Preparing and checking monthly payments to suppliers.
- Clearing emails received to the finance department, ensuring the mail box is up to date.
- Assist with the work of the Finance Team as requested.
- Liaise with a wide range of people, both internal and external to the college/trust (e.g. staff, students, suppliers, auditors etc) regarding financial matters.
- Responsibility of own business credit card, checking and processing payments and reconciling monthly statement.
- Adhoc cover payment desk duties to include:
 - Accurately enter receipt details on the finance system.
 - Balance receipts and cash taken that day, liaising with other members of the team.
- Assist Finance Manager in ad hoc tasks as necessary.
- Be committed to safeguarding and promoting the welfare of children and young people.
- At all times, observe confidentiality appropriate to the post and to work within the Trust guidelines of Data Protection.
- **You may be required to work up to 2 evenings per academic year to support trust events.**

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Finance Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of using computerised administration systems • Experience of using Microsoft Excel and Word software 	<ul style="list-style-type: none"> • Experience of working in a finance/banking environment. • Experience of handling and balancing cash. • Experience of ordering and invoicing procedures.
Education and Training	<ul style="list-style-type: none"> • Good standard of Maths (minimum GCSE Grade C or equivalent) • Confidence in using IT software and equipment. • Willingness to undertake further training relevant to the post 	<ul style="list-style-type: none"> • Evidence of continuous professional development • Experience of assessing student bursary applications
Special Skills and Knowledge	<ul style="list-style-type: none"> • Customer service/care approach to work. • Attention to detail/accuracy. 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Good problem-solving skills.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Ability to communicate with students and staff at all levels. • Ability to work effectively as part of a team but also to work using your own initiative. • Openness to change and innovation. • Excellent personal and organisational skills 	<ul style="list-style-type: none"> • Willingness to work flexible and adjust hours accordingly to the needs of the College/Trust.
Additional Factors	<ul style="list-style-type: none"> • Ability to cope with unexpected situations. • Enthusiasm and commitment for the post • Flexible approach to work and a willingness to undertake a variety of tasks. • Commitment to equal opportunities and safeguarding 	<ul style="list-style-type: none"> • An interest in working in the education sector. • Commitment to continuous professional development and willingness to learn from experience and practice.

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