
Job Description for Finance Assistant

Responsible to: Finance Manager (Secondaries)

Based at: Hub – Brinsworth

Paid on: School support Staff Salary Scale – Band D Points 5-6

OVERALL PURPOSE OF THE POST

To work as part of the Trust Finance Team to provide a high quality, efficient and effective finance services for the 3 secondary schools.

MAIN DUTIES

- Processing transactions on the finance system including orders, invoices, obtaining authorisation, and dealing with queries
- Liaising with a wide range of stakeholder, both internal and external to the Trust
- Supporting staff on use of the finance system
- Pursuing outstanding orders for goods and updating the finance system
- Processing receipts from the parent/carer payments system
- Posting and allocating Trust credit card transactions, checking and processing payments and reconciling monthly statements
- 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
- Follow the finance regulations and ensure adherence from budget holders
- Assist with the work of the Finance Team as requested
- **Travel will be required across the 3 secondary schools**

General

- Be committed to the safeguarding and welfare of children and young people.
- To always observe confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.
- This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

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 IT software and equipment including Microsoft 	<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) • Willingness to undertake further training relevant to the post 	<ul style="list-style-type: none"> • Evidence of continuous professional development
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 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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