

Job Description			
Job Title:	Finance Assistant	Job Category:	Support
		Grade:	BEX06
Responsible to:	CFO		
Functional Links with:	Trust and schools management and staff, suppliers and contractors		
Main Purpose of the Job:			
<ul style="list-style-type: none"> • Contributing to the overall management of the schools on financial and administrative matters and being the central team focal point for the resolution of financial queries that originate from the School or Trust Leadership Team, Governors or Trustees. • Administer financial, budgetary and purchasing procedures in accordance with the Trust financial procedures and the instructions of the Finance Manager and CFO • Administer the banking and accounting for delegated primary school bank accounts including Voluntary funds • Visit the schools on a regular basis and conduct on the job refresher training as appropriate 			
Major Duties & Responsibilities:			
<ol style="list-style-type: none"> 1. Responsible for the smooth running of the Finance service at delegated schools and escalation of issues to management when necessary 2. Raise purchase orders from approved requisitions that follow the financial procedures 3. Administer the accounting systems and maintain all prime entry purchase, sales, cash and nominal ledger financial records accurately 4. Administer charge card transactions, ensuring due authorisation procedures are followed 5. Prepare monthly accruals and prepayments to facilitate the production of school management accounts and variance analysis 6. Assist with preparation for financial end of year, ensuring all costs are met within the correct year, that all expenditure has been recorded to the correct cost areas, and that all transactions are completed in a timely manner 7. Operate all procedures relating to the Primary Schools' voluntary funds 			

8. Reconcile Primary Schools' bank accounts in liaison with the Finance Manager, take cash and cheques as required and perform regular checks on online banking systems
9. Assist the Finance Manager with maintenance of the Chart of Accounts, including the addition and linking of accounts to the correct ledger and fund codes.
10. Assist the Finance Manager with monitoring and reporting on value for money and develop opportunities for bulk purchase discounts
11. Participate in training opportunities and professional development as required
12. Undertake any other reasonable, similar duties commensurate with the level of the post as required by the CFO and Finance Manager

Resources:

- Cash and cheques
- BACS payment cards
- Cash counting and storage equipment

Job Activities:

- Operate detailed financial and numerical systems and procedures, both electronic and paper based.
- Support and inform the Finance Manager and CFO on financial matters
- Accountable for ensuring the probity of financial and purchasing operations
- Make decisions largely within established procedures
- Work with the Finance Manager and colleagues to assume responsibility for the day to day provision of the Finance service to Schools

Last Updated By:

HR

Date:

Oct 2021

Person Specification	Essential / Desirable
Qualifications	
High level of literacy and numeracy	E
Relevant qualifications within the field of accountancy and finance	D
Experience	
Experience of schools' computerised financial systems	E
Experience of processing requisitions and orders	E
Experience of invoice and payment processing	E
Experience of processing charge card transactions	E
Experience of budget allocation and monitoring	E
Experience of monitoring value for money	E
Experience of bank reconciliation	D
Experience of preparing financial reports for management	D
Knowledge & Skills	
Good understanding of the requirements for school's financial procedures and processes	E
Very good communication skills	E
Ability to support the development, implementation and updating of systems	E
Ability to respond positively and actively support the work of the CFO	D
Ability to interpret and explain financial information to a variety of audiences including those with limited knowledge of financial requirements and procedures	
Personal Attributes	
Commitment to high quality service delivery	E
Able to maintain confidentiality in all circumstances	E
Proactive approach to work being responsive, empathetic and supportive to all within the schools	E
Flexible to enable a responsive service at all times	E
Hard working and enthusiastic presenting a professional manner at all times	E

Possess a sense of humour and the ability to be able to multi-task work with energy and enthusiasm	
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