



JOB DESCRIPTION

Finance Assistant

Purpose	Under the direction of the Senior Finance Manager and School Business Manager, to carry out effective financial administration procedures.
Reporting to	Senior Finance Officer
Liaising with	Headteacher, Senior Leadership and Management Team, Curriculum Leaders, all staff in the school, students and other external agencies /stakeholders.
DBS Check	Enhanced Level
Working Time	36 hours 40 mins per week - Term Time only (190 days) plus 15 days
Salary	Grade 3, Point 6-11 (£22,671 - £25,328 with pro rata applied)

Key Tasks

Purchase Ledger

1. To efficiently process purchase orders following Trust procedures using the Finance System.
2. To process purchases using academy charge card following Trust procedures.
3. To maintain a list of preferred service providers and contracts, ensuring that correct insurances are in place and advising school contract holders of expiry dates/non-compliance.
4. Take receipt of deliveries and maintain effective delivery and receipt records and oversee distribution of purchases to correct departments.
5. To ensure that the paying of invoices is carried out as required by financial regulations and within Trust procedures and authorised signatories.
6. To prepare payments to suppliers through the BACs system.
7. To assist in budgetary control and expenditure investigation.
8. To monitor statements received from suppliers and investigate queries accordingly.

Security of Cash

9. To follow procedures for the security of all monies.
10. To administer the petty cash function, following procedures and adhering to authorised sign-off procedures.

Banking and Associated Reports

11. To carry out bank reconciliations using the Trust's computerised systems.

12. To ensure that any monies received are banked on a timely basis and relevant parties informed.

Administration

13. To carry out basic reports under the direction of the Business Manager or Senior Finance Manager, including to word process documents.

14. To organise the efficient filing of records.

15. To deal with internal and external queries, including personal, telephone or postal requests.

16. To assist with clerical, administrative and reception tasks, if required, working as part of a team with other colleagues based within the school office.

Standard Duties

17. To understand the importance of inclusion, equality, and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.

18. To uphold and promote the values and the ethos of the academy.

19. To implement and uphold the policies, procedures, and codes of practice of the academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.

20. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.

21. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.

22. To attend and participate in relevant meetings as appropriate.

23. To undertake any other additional duties commensurate with the grade of the post.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: March 2025

Headteacher: John Cregg