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## **FINANCE ASSISTANT**

Job Title: Finance Assistant

Grade: Point range 12-17 (NJC scales)

Point: Pt12 £26,421 FTE (£22,751 adjusted for weeks paid)

Contract: Term Time only (44.9 weeks paid)

Hours: Full time (36hrs per week)

Responsible to: Chief Finance Officer

**PRIME OBJECTIVES OF THE POST:**

Under the supervision of the Chief Finance Officer and Finance & Payroll Officer: -

* To ensure the smooth day-to-day operation of the financial and accounting systems.
* To include cash management, purchase ledger & sales ledger processing.
* To support the Multi-Academy Trust in maintaining effective financial controls.
* To maintain a professional and efficient approach to all internal and external stakeholders.
* Given the delicate and confidential nature of transactions processed, the ability to work with sensitivity and discretion is paramount.

#### **KEY RESPONSIBILITIES**

Cash Management

* Responsibility for the management of receipt of income into the bank account.

Purchase Ledger

* Process orders for all departments, including course bookings for staff, ensuring they are all within budget.
* Processing all purchase invoices, ensuring appropriate authorisations are in place and in adherence with Kings Academy Trust’s Financial Procedures Manual.
* Regularly reviewing the creditors ledger to identify any old or outstanding items, resolving queries and recovering significant credit note balances.
* Liaising with suppliers to resolve any queries, arrange returns and ensure refunds or credit notes are received.

Business charge cards:

* Collation, reconciliation and recording of all paperwork relating to the academy charge card ready for authorisation by the Finance and Payroll Officer on monthly basis.

Sales Ledger

* Working with the Finance and Payroll Officer to raise all invoices for consultancy services and Local Authorities for Out of Borough Recharges.
* Raising ad hoc invoices as required for additional income eg exam resits, teaching staff external funding.
* Regularly reviewing the debtors ledger to identify and overdue balances or queries.
* Chasing overdue invoices following the debt collection process.

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* To contribute to the overall ethos/work/aims of the Trust.
* Appreciation and support of the roles of other professionals.
* To attend and participate in relevant meetings as required.
* To participate in training and other learning activities and performance development as required.
* To support, uphold and contribute to the development of the Academy Trust’s Equality policies and practices in respect of both employment issues and the delivery of services to the community.

**General accountabilities**

* To be aware of the Trust’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
* To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals.
* To be aware of and comply with the code of conduct, regulations and policies of the Trust.
* To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

The closing date for this post is **Friday 10th May 2024**

Interview date: **TBC**

If you do not receive an invite to interview by Friday 17th May, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

***VARIATION IN ROLE***

Due to the structure of Kings Academy Trust, it must be accepted that as the Trust’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post.  The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive.  Duties may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Recruitment and Selection Policy Statement**

The Academy Trust’s Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to the successful completion of a six month probationary period.

**PERSONNEL SPECIFICATION**

**FINANCE ASSISTANT**

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| --- | --- | --- |
| **Qualifications** | **Essential / Desirable****E/D** | **How Identified** |
| * Minimum GCSE grade C or equivalent, including English & Maths
 | E | Application form and selection process |
| * AAT qualification or equivalent (or working towards)
 | D |
| * An understanding of child protection, health, safety and security
 | D |
|  |  |  |
| **Experience** | **Essential / Desirable****E/D** | **How Identified** |
| * Administrative experience
 | D | Application form and selection process |
| * Previous experience of working with accounting systems
 | D |
| * Evidence of the ability to work cooperatively with multi-disciplinary professionals, Trustees and other agencies
 | D |
| * Experience of working in a high pressured environment
 | D |
| * Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks
 | E |
| * Presenting yourself effectively
 | E |
| * Experience of working in a school based environment
 | D |
| **Training** | **Essential / Desirable****E/D** | **How Identified** |
| * Willingness to participate in CPD
 | E | Application and selection process |
| * Evidence of relevant CPD
 | D |
| **Skills** | **Essential / Desirable****E/D** | **How Identified** |
| * Able to understand and carry out instructions
 | E | Application form and selection process |
| * Confidentiality and discretion
 | E |
| * Able to think logically and calmly when under pressure
 | E |
| * Able to keep accurate & appropriate records
 | E |
| * Able to use initiative within school policies and practices
 | E |
| * High standard of written and spoken English
 | E |
| * Proven ability to use ICT in the organisation and management of their role
 | E |
| * Good numeracy skills
 | E |
| * Able to act in an understanding and patient manner whilst remaining firm and fair.
 | E |
| * Able to take initiative and to work independently
 | E |
| * Good interpersonal skills and confident communicator
 | E |
| * Good problem solver
 | E |
| * Understand and manipulate numerical & statistical data
 | E |
| * Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour
 | E |
| **Professional Qualities** | **Essential / Desirable****E/D** | **How Identified** |
| * Abide by the Trust’s policies
 | E | Application form and selection process |
| * ‘Can do’ attitude
 | E |
| * Team work/collaboration
 | E |
| * Emotional intelligence
 | E |
| * Professional appearance
 | E |
| **Equal Opportunities** | **Essential / Desirable****E/D** | **How Identified** |
| * Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy Trust’s Equality policies and practices as they relate to employment issues and to the delivery of services to the community
 | E | Selection process |
| * Commitment to equal opportunities policies relating to gender, race and disability in an educational context
 | E |
| **Circumstances - Personal**  | **Essential / Desirable****E/D** | **How Identified** |
| * Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).
 | E | Selection process andcompletion of an Enhanced DBS disclosure |
| * No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).
 | E |
| * If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).
 | E |
| **Safeguarding** | **Essential / Desirable****E/D** | **How Identified** |
| * Ability to maintain appropriate relationships and personal boundaries with children and young people
 | E | Completion of an Enhanced DBS disclosure |
| * Displays commitment to the protection and safeguarding of children and young people
 | E |
| * Has up to date knowledge of relevant legislation and guidance in relation to working with young people
 | D |