



Job Description

Job Title: Finance Assistant

Reporting to: Finance Manager

Grade: 5

Overall Purpose of the Post:

Providing financial administrative support to the Assistant Finance Manager and Finance Manager by undertaking transactional accounting and clerical duties.

Main Duties and Responsibilities:

- Carrying out all financial procedures accurately, in a timely manner and in accordance with statutory guidelines, financial regulations, Trust and departmental policies and procedures
- Making accounting entries manually and via associated financial systems
- Reconciling balance sheet accounts on a monthly basis
- Maintaining sub ledgers and associated processes e.g. sales ledger and credit control
- Cash management including the collecting, counting and banking of physical cash
- Co-ordinating the purchase of goods and supplies, ensuring that the School obtains best value for money from suppliers and contractors
- Archiving and disposing of financial documents in line with record retention requirements
- Dealing with queries regarding supplier and budget account holders, liaising with Heads of Faculty and external suppliers
- Organising, confirm and hire transport for School visits and sports fixtures
- Organising, confirm and book all staff business travel

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.