**JOB DESCRIPTION**

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| **POSITION:** | Finance Assistant |
| **REPORTS TO:** | Group Finance Manager |
| **PAYSCALE:** | Scale 4 - Point 7 to 10 £24,705 - £26,064 pro rata’d |
| **CONTRACT:** | Permanent, Full time 36 hours per week, 42 weeks per year |
| **LOCATION:** | Chesterton Primary School, Battersea and other Trust schools as appropriate |

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| **PURPOSE OF THE JOB**   * To work effectively as part of the Finance team * To ensure that tasks relating to the financial aspects of the Academy are carried out efficiently * The post holder will be one of the links between the Academies and Wandle Learning Trust (WLT) head office. * Ensure compliance with WLT financial regulations and the Academies Trust Handbook * The post-holder is also expected to interact with colleagues on a professional level in order to promote a mutual understanding of WLT’S vision and values. * Undertake specific duties or projects, as required. |

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Finance Responsibilities**

* Data processing of orders and invoices checking for accuracy and in line with financial procedures
* To ensure orders/invoices are approved within the trusts scheme of delegation, finance regulations and relevant budget holders ensuring they have all relevant supporting documentation.
* Investigate and resolve supplier order & invoices under query, arranging returns and ensuring refunds or credit notes are received
* Reconcile monthly supplier statements
* Process and reconcile all income
* Daily monitoring of cashless solutions
* Maintain filing system of financial records
* Maintain high standards when managing confidential information, complying with the data protection policies and legal requirements.
* Carry out general financial and admin tasks as directed.
* To ensure all monthly transactions expenditure/income is posted in line with WLT nominal guide.
* To ensure all the Academies expenses are processed in line with finance regulations (e.g. credit card, staff expenses).
* To update the Group Finance Manager on staffing and other information affecting the Academies outturn forecasts.
* To ensure a full month end checklist has been completed in line with WLT financial timeline.

**Admin Responsibilities**

* Be an effective member of the School Office Team, providing cover for other team members where appropriate and performing reception duties as necessary or as directed by the Office Manager.
* Provide administrative and organisational support to other staff within the school or trust.
* Managing the school’s payments system ensuring debt is kept to a minimum.
* To coordinate any external funding e.g. childcare vouchers for families.
* To organise and prioritise workload on a daily basis to ensure deadlines are met, using own initiative and working knowledge
* Communicate effectively in writing, on the telephone and face to face with relevant outside agencies.
* Ability to build and maintain effective working relationships with a wide variety of people.
* To work across the WLT finance community to share improvements and develop improved policies, systems, processes

**General 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
* Contribute to the overall ethos, work and aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher or other senior finance colleagues

**Safeguarding**

* To be committed to safeguarding and promoting the welfare of children. To follow all procedures and policies relating to safeguarding of children.

**Equal Opportunities**

* The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

**Person Specification**

**Job Title: Finance Assistant**

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|  | Essential | Desirable |
| **Qualifications** |  |  |
| NVQ 3 or equivalent |  | ✓ |
| Accounting Qualification (Part/Fully Qualified) |  | ✓ |
| **Experience** |  |  |
| Experience of using Microsoft Office Suite, particularly Excel  Experience of using Email/Internet  Experience of using computerised finance systems  Experience of using PS Financials | ✓  ✓  ✓ | ✓ |
| Experience of the fundamentals of financial and budgetary control  Experience working in a school or educational setting  Experience of working with the general public | ✓ | ✓  ✓ |
| Experience of using School gateway system |  | ✓ |
| **Skills** |  |  |
| Personal |  |  |
| Must be well organised  Ability to work under pressure and ensure deadlines are met  Ability to work independently and as part of a team  Ability to organise and prioritise workload and work on own initiative  Ability to demonstrate high standards of literacy and numeracy  Ability to maintain high standards of accuracy and have a calm methodical approach to work | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| Administrative/Financial |  |  |
| Experience of using and maintaining finance systems  Ability to produce and analyse basic financial reports  Ability to communicate effectively with external suppliers  Ability to communicate effectively with other school and trust staff  Ability to find solutions to financial and administrative problems  Ability to maintain accurate records and filing systems | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| Relations |  |  |
| Have excellent interpersonal skills, able to interact with staff at all levels.  Ability to show sensitivity and objectivity in dealing with confidential issues  Ability to develop good relations with staff and pupils and the wider school and trust community | ✓  ✓  ✓ |  |
| IT Skills |  |  |
| Fast and accurate keyboard skills  Word processing and ICT skills  Good understanding of databases  Ability to use Excel to a good level  Good skills with the main Microsoft Office software | ✓  ✓  ✓  ✓ | ✓ |