

JOB DESCRIPTION

Job Title: Finance, Payroll and School Journeys Assistant

Job Purpose: To provide assistance to the Finance Team in the delivery of the finance and payroll function of the Trust.
To support Trip Leaders with the administration of their trips

Responsible to: Chief Financial Officer

Other functional relationships: Senior Finance Officer/Finance Officer/HR Officers/Office Managers - Primary Schools

Specific Tasks:

1. Assisting with the schools accounting procedures including accurate and timely data entry of orders and invoices and preparation for audit and statistical information.
2. Take responsibility for undertaking specific accounting tasks at relevant times of the year.
3. Assist in maintaining filing and archive systems, to support the accounts and retrieval of financial records
4. Preparation and banking of school monies/cheques
5. Maintaining stock books/asset registers for all schools across the Trust
6. Maintaining petty cash ledger and reconciling to petty cash tin on a monthly basis
7. Supporting trip leaders with trip administration including:
 - budget preparation and costings
 - procurement, including obtaining quotes and other information about, for example, transport options, entry fees etc.
 - monitoring the timeline for the preparation of trip paperwork (Evolve) and chasing where necessary to ensure documents are uploaded in a timely manner
 - advising on cash handling/purchasing whilst on the trip and ensuring that appropriate currency etc. is prepared and appropriate expenditure records maintained
 - assisting with the preparation of trip accounts
8. Assist with the payroll function, to include the updating of staff files, scanning documents to the payroll provider, updating spreadsheets for year end reporting requirements and completing other ad hoc tasks as directed by the Senior Payroll Officer.
9. Any other duties that are considered to be commensurate with the post and within the demands of the Trust

Person Specification

Essential:	High level of numeracy Experience of computerised accounting systems Good interpersonal skills and able to handle enquiries from people at all levels To work as part of a team – to support and guide and explain financial procedures in a clear manner
	Able to work flexibly and willingness to adapt to changing priorities and demands Methodical approach to work Ability to pay particular attention to detail Excellent written and verbal communication skills Understanding the demands of school business and financial deadlines Ability to work under pressure
Desirable:	Experience of the Sage 200 accounting system Working in a school environment

CHILD PROTECTION:

To be fully aware of and understand the duties and responsibilities arising from the statutory guidance, DFE Keeping Children Safe in Education [KCSIE] and school policies relating to safeguarding and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.