

Arden Multi Academy Trust



Job Description

Job Role: Finance Assistant

Responsible to: MAT Finance Manager

Hours of Work: **37 Hours (Core hours of 8:00am-4:00pm)**
43 weeks per year

The position is based at Park Hall Academy but you may be required to travel to other schools within the local area

OVERALL RESPONSIBILITY

- To assist the MAT Finance Manager in the efficient and prudent management of the Trust's finances
- To provide a comprehensive and accurate financial administration service to the school.

Specific Duties

To ensure that the day to day administration of the Finance system is maintained in an accurate and timely manner

Under the general direction of the Trust MAT Finance Manager and the School Finance Officer the post-holder has the following main duties and responsibilities:-

- Assist the MAT Finance Manager in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial accounting service.
- Using the Civica Corero accounting system undertake procurement and sales revenue procedures.
This includes the raising of purchase orders, posting purchase invoices, ensuring purchase invoices are approved in line with finance policies, arranging payment of invoices, liaising with suppliers as appropriate, generating cheques, and raising sales invoices.
- Maintain the imprest petty cash system ensuring petty cash vouchers are appropriately authorised, paid and posted to the Civica Corero accounts system
- Undertake financial administration procedures, to include ParentPay, bank reconciliations, internal recharges, journals and the generation of budget holder reports, ensuring that work is accurate, of a high standard and is in accordance with the school financial procedures and regulations, whilst ensuring the efficient delivery of consistent financial
- Ensure the smooth-running and input of relevant data to the payroll process
- Maintain the asset inventory on the financial system, and assist in the school's asset management process, alerting the Finance Officer to any areas of concern.
- Maintain accurate books of accounts and computer records, which record the school's financial transactions, including order forms, invoices, cash, receipts and other paperwork.
- Provide members of staff with advice with regard to school financial procedures and regulations and brief staff on budgetary & financial matters as appropriate.
- Liaise with other members of staff and suppliers to ensure Value for Money is obtained on purchases.
- Undertake other duties that are in line with the role.

- To be aware of, and adhere to, applicable rules, regulations, legislation and procedures eg. Equal Opportunities Policy, Staff Code of Conduct and national legislation (Health & Safety, GDPR)
- To show absolute confidentiality and discretion at all times

- To generate an environment of efficiency and provide a warm welcome at all times
- To role model team characteristics supporting and assisting other members of the finance and administration team

Qualities required:

- A knowledge and understanding of the principles and practices of finance, and experience of working in a financial environment
- Excellent IT skills and the ability to use financial management software packages or similar systems
- The ability to develop and review financial systems and procedures and implement improvements
- Excellent numerical skills to check and record accurate financial information and maintain an efficient filing system
- An understanding of the importance of financial regulations, and knowledge of such regulations or an ability to learn these through training.
- Good organisational skills to meet any financial deadlines as required throughout the school financial year and the ability to prioritise workload effectively and efficiently.
- Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors and Local Authority.

General Duties

- (a) To participate in arrangements made for the Appraisal under Academy Appraisal Policy.

Continuing Professional Development - Personal

1. In conjunction with the MAT Finance Manager take responsibility for personal professional development, which may lead to improvements in the day-to-day running of the academy.
2. Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the MAT Finance Manager or the incumbent of the post.

Compiled by: C Austin	Revision Number 1
Agreed by	Date : 13/09/2021