Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Finance Assistant

Grade: C/D SCP 4-5

Responsible to: School Business Manager

Job Purpose

To provide financial administrative and management support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Finance, Procurement & Contract Management

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account.
- The collation and provision of any information required to support school or Trust led financial management / procurement activity, including support to the Trust Business Manager when meeting with their respective Trust Senior Finance Partner to agree monthly management accounts.
- To undertake financial administration and reconciliation of catering, educational visits, transport, lettings and any other income streams received into the school.

- To post income from the above into the Trust's financial accounting system in accordance with the Trust's monthly financial management timetable.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To prepare and issue monthly capitation reports for school budget holders in support of the Trust Business Manager.
- To prepare for review and submission any financial returns to both the Trust and external agencies.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To undertake routine clerical support relevant to the role e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Operate relevant ICT packages in support of duties (PS Financials, Microsoft, Internet, MIS, Databases).

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	NVQ Level 2 or equivalent qualification / experience in a relevant discipline	D1	Association of Accounting Technician qualification
Experience, Knowledge & Skills	E2 E3 E4 E5 E6	Strong numeracy and literacy skills Effective use of accounting software, ICT packages and other resources Use of relevant office based systems and equipment An understanding of policies and procedures relevant to the role Experience of working in a busy office environment	D2	Experience of working in the education sector
Personal Attributes	E7 E8	Ability to relate well to both children, adults and other stakeholders Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
Special Requirements	E9 E10	An understanding of the Catholic ethos of NPCAT An understanding of safeguarding and child protection requirements		