

# Central Trust

## Finance Assistant

### JOB DESCRIPTION AND PERSON SPECIFICATION

---

#### Location

---

Central trust office is located at Hobart High School in Loddon, but you may be required to work at other trust sites as required.

---

#### Salary

---

Point 7  
18.5 hours per week  
Term time plus one week - 39 weeks per year

---

#### Hours of Work

---

Monday – Friday – Hours per days can be negotiable

---

#### Core Purpose

---

Under the direction of the Finance Manager and in accordance with the practices and procedures of the trust, to manage and undertake the day to day operation of all financial systems and to support the achievement of successful educational and community outcomes for the trust, its staff, students and the local community.

To ensure that the financial processes of the trust meet the highest operational and compliance standards as required by legislation, the Education Funding Agency and best practice.

---

#### Reporting Lines

---

Report to the Assistant Finance Manager

---

#### Key Responsibilities

---

- Processing orders for goods, supplies and services. Ensuring best value is received.
- Reporting delivery discrepancies, damages.
- Processing claims for petty cash.

- Raising invoices to parents and external agencies and monitoring accounts receivable.
- Assisting with processing of income received via online payments system
- Ensure accuracy and completeness in the recording of the income generated by the school,
- Create and provide budget reports to assist in ensuring that all monies have been received and are available for the trip.
- Processing purchase invoices in accordance with the Trust's Finance Policy and Procedures. Scanning invoices on to the Trust's accounting system, Hoge 100.
- Ensure compliance to the financial procedures of the Trust by ensuring that expenditure has been authorised and received prior to payment.
- Processing internal recharges
- Undertaken the day to day administration element of the finance team.
- Undertake ad hoc finance duties as and when required that are relevant to the finance assistant role.
- Deal with finance queries on the telephone as required.
- Provide budget holders with help and advice when required including placing and tracking orders and checking and paying the relevant invoices.
- Other reasonable tasks as required by the Trust Finance Manager, Trust Finance Manager.
- Counting, recording, processing for banking and reconciling income received
- Assist if required with checking and processing staff claims.

---

#### Other Opportunities

---

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by the line manager or Chief Financial Officer.
- Play an active role in academy life and make a positive contribution to the ethos of the academy.

- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

---

### **Variations**

---

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.

- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's (Including English and Maths) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>AAT level 2 or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of using Microsoft Excel and Word software.</li> <li>Confidence in using IT software and equipment.</li> <li>Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of handling and balancing cash.</li> <li>Experience of working in a finance/banking environment.</li> <li>Experience of ordering and invoicing procedures.</li> <li>Experience of using computerised finance systems.</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to communicate with staff and external agencies.</li> <li>Ability to work effectively as part of a team but also to work using your own initiative.</li> <li>Openness to change and innovation.</li> <li>Willingness to work flexibly and adjust hours accordingly to the needs of the trust.</li> <li>Excellent personal and organisational skills.</li> <li>Ability to cope with unexpected situations.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>An understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety procedures</li> <li>An understanding of data protections in relation to ICT issues.</li> <li>Ability to work flexibly and outside of normal working hours if required.</li> <li>Full UK driving licence and willingness to travel between sites.</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.