

CENTRAL TEAM ROLE

Head Office				
Job No.	Post Title	Grade	JE Pts	Date
MAT1000	Finance Assistant	Grade 3 - 4	313- 386 NJC	March 2023

Statement of Purpose

Under the Direction of senior staff, to be responsible for the provision of an effective financial support service for the trust in accordance with the scheme of delegation,

Support to Finance

- Process all monies for banking on a weekly basis (including childcare voucher receipts, sales ledger receipts and sundry receipts including Paying in slips). Prepare banking and post onto PSF. Chase outstanding items.
- Process Parent Pay and any other remittances receipts weekly to PSF.
- Process Quarterly VAT 05 report.
- Review the bank account on a weekly basis ensuring all direct debits and direct credits are posted onto PSF promptly.
- Reconcile all monies received, and upload bank entries to PSF.
- Prepare monthly bank reconciliation for review by the Finance Director.
- Process orders (including credit card orders) onto PSF.
- Process credit notes onto PSF.
- Process invoices, matching to orders and deliveries. Resolve queries and ensure correctly authorised before posting onto PSF.
- Set up new suppliers.
- Liaise with suppliers regarding queries on orders, invoices and payments.
- Reconcile supplier statements to PSF.
- Process Credit card statements monthly.
- Compile monthly additional hours' spreadsheet.
- Coding monthly payroll journals.
- Process sales ledger invoices ensure issued promptly and follow up non-payment appropriately.
- Oversee Aged Debtors & Aged Creditors report.
- Recovery of bad debts.
- Collection of fees and other dues.
- Assist with monthly management accounts process.
- To ensure timely and correct reconciliation of school budget including process of virements.
- Undertake end-of-year procedures as necessary in accordance with closure of accounts programme.
- Prepare for school auditors as required.
- Open and distribute finance office post.
- Assist the Finance Team in other duties as required

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Support to the Organisation

- Provide routine clerical/administrative support, e.g. telephone calls, photocopying, filing, faxing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. pupil data.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- Provide general advice and guidance to staff, pupils and others.
- Assist in arrangements for conference and events, etc.

Support to School (this list is not exhaustive and should reflect the ethos of the schools)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust and its schools and academies.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with SUAT's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
Finance Assistant
Grade 3 - 4

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • General clerical/administrative/financial work. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification, or experience in relevant discipline. • Good numeracy and literacy skills. • AAT desirable. 	
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I

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<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing and effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. 	AF/I
<ul style="list-style-type: none"> • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	

AF - Application form

I - Interview

Note 1:

SAFEGUARDING STATEMENT

SUAT is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.

It is an offence to apply for this position if you are barred from engaging in regulated activity. A copy of the school’s Safeguarding Policy can be viewed here:

<https://www.suatrust.co.uk/documents-policies/>

<https://www.suatrust.co.uk/wp-content/uploads/2021/08/New-SUAT-Safeguarding-Policy-Template-2022-2023-Final-V2-1.pdf>