



Job Description

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: FINANCE ASSISTANT - CLERICAL/ADMIN

POST LEVEL: SCALE E (points 13 - 17) £17,391 - £18,672 per annum pro rata, actual salary £16,179 - £17,371 per annum.

37 hours per week, Term Time plus 3 weeks (42 weeks per annum)

RESPONSIBLE TO: Trust Accountant

BROAD DESCRIPTION: Works under general instruction and guidance, undertaking financial administration tasks that are mainly routine and are covered by established procedures, but prioritises own workload. Produces own documents. Inputs/retrieves information on finance packages using own initiative where necessary. Operates word processing packages and spreadsheets. Refers complex problems upwards. Role requires some initiative to be exercised. Specific training in the job or previous relevant experience plus short induction required. This role could involve some travel supporting schools within our Multi Academy Trust with potential to develop further.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

REPONSIBILITY FOR STAFF: The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

REPONSIBILITY FOR BUDGET: The post has some direct responsibility for and is accountable for processing bacs payments, invoices or equivalent.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

SPECIFIC TASKS

Working closely with the Finance Team Supervisor assisting with daily processing tasks and other daily procedures as required such as, but not limited to:-

- Invoice Processing
- Payments - BACS
- Sales Invoices
- Sales Receipts
- Recording Assets and Depreciation and maintaining Asset Register
- Bank and Charge Card Statement Reconciliation
- Control Code Reconciliation

Undertake other general clerical duties in the finance office eg photocopying, filing, e-mail etc as required, ensuring that deadlines are met and confidentiality of information is maintained at all times
Any other duties that are reasonable and in line with this level of responsibility.



Person Specification
Finance Assistant

	Essential	Desirable	Method of Assessment
Education to a least GCSE standard in literacy and numeracy in order to be able to write letters, handle/record cash and maintain budget records	●		A/C
Understands and can operate SAGE financial systems		●	A/I
IT literate with the ability to use Office applications, particularly Word and Excel, internet and email	●		A/I
Competent in use of office equipment, eg photocopier		●	A/I
Ability to communicate clearly and effectively, verbally and in writing, with a range of audiences	●		I
Understands and can operate within financial procedures	●		I
Can deal with unexpected problems/situations, though has access to line manager for advice on unusual or difficult problems	●		I
Able to work within established procedures but without close supervision	●		A/I
Able to use own initiative, solve straightforward problems and prioritise workload in a busy environment, working with a high level of accuracy and to deadlines	●		I
Able to make some decisions involving the use of judgement		●	A/I
Able to develop and maintain good professional relationships with colleagues and can gather, receive or exchange information on an everyday basis	●		A/I
Commitment to own development with a willingness to attend training sessions, meetings and learn on the job	●		A/I
Can maintain confidentiality at all times - recognises privileged position with access to pupil, parent and staff information	●		I/R
Hardworking with a positive attitude to change	●		R
Reliable, trustworthy and punctual	●		A/R
Satisfactory completion of a check through the Disclosure and Barring Service (this will be taken up if offered the post)	●		C

Key to method of assessment: A - Application, I - Interview & Task, R - Reference, C - Certificate