

JOB ROLE: Finance Assistant (School-based)

PAY BAND: Apprenticeship Rate

HOURS: 37 hours/52 weeks per year

REPORTS TO:

The Salterns Academy Trust is a learning community where every member of staff understands the difference that they can make to our students' incomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the Trust's professional development.

The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purpose:

To provide an effective and efficient financial support service, dealing with all matters in a confidential and professional manner in liaison with staff, governors, parents, and students as required.

To maintain accurate financial records and operate in accordance with financial regulations at all times.

Accountabilities:

Finance Administrative Processes (with mentoring and support - including but not limited to):

- Accounting systems
- Banking of all income
- Debt Collection
- Financial Records
- Requisition procedures as required by the school
- School Revenue and Capital Budgets
- Catering banking and budget monitoring, as required
- Community Lettings banking and budget monitoring, as required
- Checking and calculating Mechanical, electrical, and building services invoices
- Credit card logs
- Timesheet
- Internal transfers and Journals
- Photocopier readings ready for invoicing
- Monthly System Housekeeping
- Payment of Invoices
- Necessary typing, filing, and photocopying
- Petty cash and associated claims
- Receipting
- Dealing with correspondence as required

School-Specific Responsibilities

1. To assist in preparing and informing curriculum holders of budget and expenditure on a half-termly basis.
2. To track and monitor income via the cash management and online payment system e.g., school trips, uniform etc.
3. To facilitate provision of banking facilities in Trust schools to receive monies.
4. To receive monies after bank sessions from the Student Services to reconcile to report and bank.
5. To prepare the weekly banking for checking and ensure banking is undertaken on a weekly basis.

General Responsibilities

6. To work within the requirements of the Academies Financial Handbook, Academies Accounts Direction, and the Trust Finance Policy.
7. To be responsible for the safe keeping of all financial records, including remittances, payment information, payroll data, cash, and receipts, as well as retaining evidence for internal and external auditors
8. To use Ipllicit for the management of Trust accounts, ensuring the accurate input of finance data into systems, including the placement of orders, receipting and payments and raising of invoices
9. To advise the CFO immediately of any errors or problems with the operation of the Ipllicit systems including any irregularities, which may result in a risk to the school's finances.
10. To work in partnership with other members of the Finance Team, ensuring sharing of best practice and cover, as necessary.
11. To establish and maintain positive, professional relationships with students, staff and external partners.
12. To positively and pro-actively support the Trust ambition to move to digital working practices.
13. To participate professionally in own Line Management meetings.
14. At the discretion of the CFO or the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

Essential Requirements skills and personal qualities

- GCSE or equivalent English (Grade C/4)
- GCSE or equivalent Maths (Grade C/4)
- IT skills, Attention to detail, Organisation skills, problem solving skills, administrative skills.

signed:

date: _____

signed:

date: _____