

Job Description – Finance Assistant

Salary scale: Veritas Range 3-5

Main purpose of the post

Supporting the Trust Executive Group and School Leaders in the effective finance management in accordance with the Academies Handbook. The postholder's key accountability will be for assisting with financial procedures and resources, maintaining continuous professional development, supporting financial communication systems across the school/trust and maintaining professional values and ethics and to support the staff within your team.

Status of the post

The postholder is accountable to the Trust Business Manager and responsible for upholding the vision and values of the school and trust.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- *Assist in ensuring the day to day running of the Trust wide finance function and support the Business Team in accurate financial management and reporting using the appropriate software and associated applications.*

Key Roles:

- *Finance processing (Purchase Orders, Invoicing, BACS, Bank and Credit Card Reconciliation, support with end of month processing, dealing with suppliers etc)*
- *Support with finance and administration of clubs, trips and school dinners (incl Breakfast and After School Club) - Debt collection*
- *Raise purchase orders with correct coding allocation and monitor expenditure*
- *To monitor the finance email inbox and action as required*
- *Allocate invoices from suppliers*
- *Supporting with some aspects of HR administration*
- *Support with supply cover*
- *Support with the Asset Register*

Budget Accountability *Not accountable.*

To Whom Responsible:

Trust Business Manager

Signed: Date:

Signed: Trust Business Manager

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.

Person Specification: Finance Assistant

Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	<ul style="list-style-type: none"> - A good standard of education
Experience	<ul style="list-style-type: none"> - Experience of providing an administrative support within a finance environment - Experience of working in a finance and/or compliance role.
Skills & Abilities	<ul style="list-style-type: none"> - Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff. - Must be computer literate and have proven IT skills to include Excel, Word, SharePoint and Outlook. - Proven excellent organisational and time management skills and ability to manage conflicting demands. - Willing to support the work of the team and the wider trust, engaging and building relationships with a wide range of stakeholders.
Knowledge	<ul style="list-style-type: none"> - Requires knowledge of using databases and Management Information Systems - Specific previous experience of financial software is desirable - Awareness of GDPR - Awareness of and work within national legislation and school policies and procedures relating to Health and Safety.
Behaviours	<ul style="list-style-type: none"> - Staff will be expected to fully embrace and to work flexibly to support the Trust's vision and values - Staff will be expected to engage in the research based culture at Veritas MAT - Staff will be expected to engage fully in the Performance Management systems - All staff working in business related areas will be expected to follow the ISBL's Professional Standards (including behaviours) - All staff will be expected to follow guidance within schools' staff handbooks