**JOB DESCRIPTION**

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| --- | --- |
| **POST TITLE:**  | **FINANCE ASSISTANT** |
| **RESPONSIBLE TO:** | **Finance Officer (Operations)** |
| **GRADE:** | **Band 5, SCP 7-8**  |
| **WORKING PATTERN:** | **37hours per week, Term Time Plus 2 weeks****Actual Salary £23798.89 - £24178.37** |
| **PURPOSE OF POST:** | **To provide effective and efficient financial and administrative support to the finance team.** |

**Main duties/responsibilities**

1. Assist with the day-to-day processing of financial transactions, to maintain accurate records of all income and expenditure in the trust’s financial accounting system and to ensure compliance with the trusts financial regulations.
2. Raise sales invoices and reconcile income from the hire of the trusts Community Facilities, and support with the administration of the sales ledger.
3. Administer the collection and recording of school and college income received via the cashless payment system, including payments for trips, school and college transport and school meals, and other contributions from parents/carers.
4. Assist with the preparation of monthly bank reconciliations and financial reports as required.
5. Liaise with internal departments and external suppliers regarding queries and outstanding payments.
6. Maintain an organised filing system for financial documents (physical and digital).
7. Assist in the preparation for audits and financial year-end procedures.
8. Undertake general administrative duties to support the trust finance team.
9. To attend and participate in meetings, training and development activities as required.
10. To participate in schemes of assessment, professional development and review.
11. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
12. To be an effective role model for the standards of behaviour expected of learners.
13. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
14. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
15. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
18. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
19. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: September 2025

**PERSON SPECIFICATION**

**FINANCE ASSISTANT**

**Key**

**AF Application form including personal statement**

**S Selection Process including interview**

**R Employment References**

**C Certificates**

**D Enhanced Disclosure and Barring Services Criminal Check**

|  | **Criteria** | **Essential/****Desirable** | **Stage Identified** |
| --- | --- | --- | --- |
|  | **Qualifications & Education** |  |  |
|  | GCSE A\* – C (9-4) in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent | E | AF, C |
|  | **Experience & Knowledge** |  |  |
|  | Experience of working in a finance or administrative role | E | AF, I, R |
|  | Experience working in a school or educational environment. | D | AF, I |
|  | Knowledge of school/college finance systems (e.g. Arbor, ParentPay). | D | AF, I |
|  | Understanding of public sector or education finance practices. | D | AF, I |
|  | **Skills** |  |  |
|  | Demonstrably high levels of customer service | E | AF, I |
|  | Excellent interpersonal & communication skills | E | AF, I |
|  | Ability to work independently and as part of a team | E | AF, I |
|  | Excellent attention to detail and accuracy. | E | AF, I |
|  | Commitment to maintaining confidentiality and data protection | E | I |
|  | Good organisational and time management skills. | E | AF, I |
|  | **Personal Attributes** |  |  |
|  | The ability to work with tact and diplomacy | E | I |
|  | The ability to remain calm and patient in difficult situations | E | I |
|  |  |  |  |
|  | **Special Requirements** |  |  |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children | E | D |
|  | Suitability to work with children/young people  | E | D |
|  | The ability to communicate at ease and provide advice in accurate spoken English | E | S |

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: (date)