

## Montem Academy Finance Assistant

### Job Description

**Hours:** 36 hours per week, Term Time + 5 inset days + 5 days (40 weeks per annum)

**Reporting to:** Finance Manager

### Job Purpose

To ensure effective, efficient and accurate financial and administrative operations, reporting to and in liaison with the Finance Manager and Principal.

### Key Accountabilities

Be responsible for the day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up-to-date and accurate manner. Co-ordinating and completing administrative routines relating to orders, invoices, payments, income and the receipt and the distribution of goods and services.

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

- Assisting the Finance Manager with all aspects of the development and effective operation of the finance function of the academy.
- Assisting the Finance Manager with operating and monitoring academy accounts and budgets.
- To manage and be responsible for processing of all income (cheques and cash), ensure safe receipt and handling of cash and the reconciliation of transactions
- Enter and manage Parent Pay transactions
- Manage petty cash and post finance system entries.
- To arrange for the collection and checking of all cash into the academy finance office and ensure that money reconciles with the income forms, registers etc.
- To manage processing of all purchase orders from requisitions ensuring sufficient funds are available beforehand, accurately and in accordance with agreed authorisation and timescales. To proactively manage the timely delivery of goods in accordance with academy operational needs.
- Overseeing and ensuring Supplier statements are checked and copy of invoices requested when needed
- To work with the Finance Manager to produce timely payment runs. To ensure all required authorisations have been gained prior to payment and the academy Finance Policies adhered to.
- To manage the academy credit card transactions, assistance to staff using the credit card
- To be responsible for the investigating and resolving queries by liaising with suppliers, contractors, other schools and organisations.
- To assist in ensuring accurate VAT accounting is adhered to and process journal entries
- To maintain listing of accounts payable and to assist in the establishment of a list of approved contractors and suppliers to ensure best value

- To provide assistance to individual budget holders with regards to finance issues, e.g. money they are accountable for and to support budget holders in raising manual purchase orders accurately and ensure value for money in proposed spending
- To monitor budgets and provide financial information reports from the finance system for budget holders and give advice as requested, bringing any anomalies to the attention of the Finance Manager
- To assist the Finance Manager in the co-ordination of the annual audit by maintaining both manual and computerised records and filing system on line with audit requirement
- To manage and be responsible for issuing invoices for all contracted services in an accurate and timely manner
- Support the teaching team with school trips, including producing trip letters and booking transport
- Order and manage stock levels of paper, stamps & diaries
- Produce sports club and event letters as and when required
- To assist the broader Admin Team as and when required

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

### **Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory DBS clearance is required for this post.

## Person Specification

Criteria	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good grades at GCSE in English and Mathematics or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountancy qualification e.g. AAT;</li> <li>• Experience of working within an education set up.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Academy policy and practice;</li> <li>• Knowledge of technical accounting practices;</li> <li>• Ability to interpret complex financial data;</li> <li>• Ability to work under instruction;</li> <li>• Excellent IT skills, particularly MS Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use education management software e.g. SIMS.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills;</li> <li>• Able to work on own initiative;</li> <li>• Prepared to work flexibly within reason;</li> <li>• Reliable;</li> <li>• Highly organised;</li> <li>• Professional;</li> <li>• Able to work independently and as part of a team.</li> </ul>	