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**Finance Assistant**

**Job Description**

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| **Post** | Finance Assistant |
| **Responsible to**  | PA / HR / Office Manager & School Business Manager |
| **Grade & Range** | Grade 5 (NPS 6-11) £25,183 - £27,269 |
| **Actual Salary Range** | £14,766 - £15,989 |
| **Weekly Hours** | 25 hours over 5 days |
| **Paid Weeks per Year** | 45.25 - Term time plus 1 week |
| **Start date** | ASAP |
| **Deadline** | 9.00am on 26th August 2025 |

**Job Purpose**

To assist with the administration and financial function within school, with significant focus on maintaining accurate systems, records and procedures for the school. This includes dealing with correspondence or enquiries from staff, parents and pupils, co-ordinating, monitoring and updating financial administration/clerical activities and financial processes.

**Key accountabilities, specific duties & responsibilities**

**Finance Administration**

* Receive and receipt all monies received into school – record on school finance system
* Preparation of banking and accurately recording of all deposits in a timely manner ensuring banking is completed weekly
* Responsible for debt collection of dinner monies, trip payments, peripatetic music lessons and any other financial items raised on the school’s finance systems producing reports as required
* Setting up of items on Parentpay, producing reports for the SBM and Trip Organiser to ensure effective management of trips
* Raising of orders/ processing invoices on the school’s accounting system accurately and in a timely manner
* Liaising with suppliers and contractors to ensure timely delivery of goods
* Raise orders for goods purchased via school credit card, enter into finance system and assist in monthly reconciliation to bank statement
* Enter Petty Cash receipts to school finance system and assist in monthly reconciliation to bank statement
* Perform routine calculations to produce analysis and reports as requested
* Create, send, and follow up on invoices on the schools’ finance system as required
* Collect and enter data for various financial spreadsheets
* Reconcile any discrepancies or errors identified by conversing with employees and/or parents/carers
* Manage stocks of supplies and consumables with the finance team
* Monitor budgets and report any issues to the SBM
* Adhere to the Trust financial policies and procedures
* Effective time management to ensure timely completion of all finance tasks.

**Lettings**

* Assist the SBM, Premises Team and Office Manager with the management and facilitation of school lettings
* Process and prepare financial statements from the letting’s software as required
* Manage the lettings diary for the school.

**General**

* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Participate in training and other learning activities and performance development as required
* Act in a manner which displays the utmost confidentiality and respect of pupil and staff records at all times
* To fully participate in the school’s support staff appraisal scheme where appropriate.

**As part of the school’s support staff team the post may also be required to support with general office administrative tasks:**

* Assist with the smooth running of the office
* Cover as required as “front of house” signing in/ out visitors and parents from the front desk
* Receive incoming phone calls/queries from parents and stakeholders
* Resolve queries and questions (liaising with relevant members of the school team for assistance as appropriate)
* Provide administrative support to staff as directed
* Carry out general administrative duties, eg: word processing, filing, printing and photocopying
* Assist with organising school evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required.

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

You are expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment.

**Professional Development**

You must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people. The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

**Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

**Person Specification**

**Personal attributes required (based on job description)**

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|  | **Essential** | **Desirables** |
| **Qualifications** | * GCSE Grade A-C (Maths and English).
 | * Experience of school systems.
* Finance/Accounting related qualifications.
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| **Relevant Experience** | * Previous finance/accounting and administration experience
* Experience with data and record management systems.
 | * Evidence of successful team working
* Administration in an education setting
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| **Knowledge** | * Excellent working knowledge including MS Office (Word, Excel, Outlook)
* Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines.
 | * Knowledge of education, schools, academies
* Knowledge of school-based software, preferably SIMS, and Sage
* Knowledge of working together to safeguard children.
* Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation
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| **Skills** | * Excellent interpersonal, oral and written communication skills
* Ability to work independently and as part of a small office team.
 | * Advanced Excel and Word processing skills.
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| **Personal Qualities** | * Able to work on own initiative and take responsibility for individual pieces of work
* Able to work effectively and sensitively with a wide range of people
* Keen attention to detail and accuracy
* Highly confidential
* Committed & hard working
* Flexible and responsive to change
* Commitment to Equality & Diversity
* Highly self-motivated and proactive
* Ability to work well within a team and follow instructions
* Highly organized with an energy, drive and flexibility to ensure a job is done well.
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