

# JOB DESCRIPTION – FINANCE ASSISTANT

**PAY is committed to the safeguarding and wellbeing of its pupils.**

**Job Title/Post:** Finance Assistant

**Salary:** Band 7

**Responsible to:** Assistant Financial Accountant/CFO

## **Job Description:**

Reporting to the Assistant Financial Accountant, the Finance Assistant will play a key part in the delivery of an efficient and effective purchase ledger and sales ledger service to the Trust and its customers by ensuring supplier invoices, expenses and regular payments are paid correctly and promptly and that outstanding debts are collected in a timely manner. As well as ensuring the completeness and timeliness of the purchase ledger and sales ledger process, the successful candidate will assist in the preparation of the monthly management accounts and supporting information.

## **Job Specification:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by Assistant Financial Accountant and/or the Chief Financial Officer (CFO). Please note that the post holder may be required to work outside of normal school working hours when required. This is not an exhaustive list of all the duties and responsibilities that may be required from time to time and is subject to change in accordance with the needs of the Trust.

The post-holder will be required to:

- Process supplier invoices and staff expenses onto the PS Financials system, ensuring transactions are accurately recorded and authorised as per current Financial Standing Orders
- Manage the Finance mailbox, ensuring that queries and arising actions are dealt with, and invoices are registered on the system in a timely manner.
- Set up of new suppliers on PSF and the maintenance of supplier records
- Liaison with suppliers and dealing with supplier queries
- Set up new system user accounts onto the purchasing system
- Ensure the regular reconciliation of supplier statements
- Ensure queries relating to direct debits and standing orders are dealt with in a timely manner
- Set up new customers on PSF
- Raising sales invoices ensuring they are approved in line with finance procedures
- Monitor debtor accounts and aged debtors and pursue the timely collection of outstanding debts.
- Contribute to the development and implementation of process improvements
- Assist in the preparation of the monthly management accounts and supporting information
- Answer question and provide assistance to stakeholders, customers, and clients as needed
- Formalise/Improve liaison with the rest of the Trust
- Work flexibly and co-operatively as part of the central team

## **General:**

- Attend training sessions and meetings as required
- Seek, consider, and act upon professional support and advice as required
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and CFO shall from time to time reasonably require.

## **Conditions of Employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the Trust's ethos and its objectives.
- The post holder is required to work within and uphold all policies and procedures as agreed by the Trust, particularly the safeguarding policy, including all aspects of H&S and child protection.
- To effectively manage and deal with confidential data / issues appropriately as required by the post.
- To positively promote the Trust and its profile to a range of audiences including the local community
- The post holder shall be subject to all relevant statutory and institutional requirements.

- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the Trust's performance management scheme.

### **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.

### **Safeguarding Commitment**

This Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments

**Personnel Specification:**

	<b>ESSENTIAL (E)/DESIRABLE (D)</b>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Experience of using PS Financials systems (D)</li><li>• Experience of Finance in the Education Sector (D)</li><li>• 1-2 years purchase ledger experience (E)</li><li>• Experience using Google Workspace &amp; Complex databases (D)</li><li>• Excellent IT skills (E)</li><li>• Experience of maintaining financial information systems and making payments (E)</li></ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"><li>• Minimum of GCSE English and Mathematics at grade C or above (or equivalent) (E)</li></ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"><li>• Excellent customer service skills (E)</li><li>• Good attention to detail with ability to prioritise and manage a varied workload to meet agreed deadlines (E)</li><li>• Excellent knowledge of Microsoft Excel (E)</li><li>• Be willing, courteous and able to work both using your own initiative and in a team (E)</li><li>• Respect confidentiality (E)</li></ul>