



# CROFTON ACADEMY JOB DESCRIPTION

**Job Title: Finance Assistant**

**Grade: 4**

**Reporting to: Principal Finance Officer**

**Location: Crofton Academy**

## **Key Outcomes/Activities:**

### **Job Purpose**

To be accountable for financial and administration tasks within the Academy as directed by the Principal Finance Officer.

### **Financial Transactions and Administration**

- To manage and be responsible for the processing of all income (cheques and cash), ensure safe receipt and handling of cash.
- Manage Parentmail (the schools online payment provider) including setting up and monitoring student trips and reconciling accounts on a regular basis. Manage petty cash and post finance system entries.
- To manage the processing of all purchase orders, invoices and payment for goods and services, using FMS software.
- To ensure purchase orders or invoice related queries are dealt with speedily and effectively and are appropriately authorised.
- Overseeing and ensuring Supplier statements are checked and copy of invoices requested when needed.
- To ensure all deliveries match the purchase orders and any discrepancies are queried with the supplier.
- To work with the Finance Manager to produce timely payment runs with pre agreed deadlines. To ensure all required authorisations have been gained prior to payment and the academy's finance policies adhered to.
- To assist the Principal Finance Officer with monthly management accounts by ensuring month end procedures are completed.
- To provide assistance to individual budget holders with regards to finance issues, e.g. money they are accountable for, and to support the budget holders in raising manual purchase orders accurately and ensuring value for money.
- 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 Principal Finance Officer.
- Support the administration team with the financial aspects of the sale of school uniform.
- Support the teaching team with school trips, including booking transport.
- Maintain filing systems.

## **Health and Safety**

- To ensure full implementation of the school's equal opportunities policies.
- To act in accordance with the Academy's Health and Safety and Emergency Care in School policies.

## **Safeguarding Young People**

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.
- To be responsible for the care and guidance for students ensure the Academy remains a safe environment for students to learn.

## **Monitoring, Evaluation and Data Analysis**

- 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 Principal Finance Officer.
- To ensure records and reports are thorough, up to date, and maintain filing systems in accordance with Data Protection guidelines.

## **Relationship with Parents/Carers, Colleagues and the Wider Community**

- To maintain positive relationships with parents and carers, maintaining positive contact in relation to financial matters where necessary.
- To establish effective working relationships with colleagues and other professionals.

## **Manage Own Performance and Development**

- To take responsibility for your own development, keeping up to date with financial processing requirements and systems updates.
- To set a good example to students in terms of presentation and personal conduct.
- To engage actively in the policy review process.

## **General Academy Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS OF THIS POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 5 GCSE's or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Entry Level Finance/Purchase Ledger Qualification.</li> <li>▪ AAT or equivalent qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Confident in using IT Software and equipment.</li> <li>▪ Detailed knowledge of financial processes.</li> <li>▪ Recent experience of cash handling and/or purchase ledger.</li> <li>▪ Competent in using Microsoft Excel and Word.</li> <li>▪ Experience of working in a finance department or similar.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of dealing with Students/Parents in relation to financial matters.</li> <li>▪ Experience of using SIMS FMS.</li> </ul>
<b>Knowledge and Statutory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Good knowledge of financial processes and their management.</li> <li>▪ Good understanding of invoicing, supplier management, and payment reconciliation.</li> <li>▪ Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake relevant training relevant to the post.</li> <li>▪ Ability to deal with financial issues and maintain confidentiality.</li> <li>▪ Ability to work effectively as part of a team but able to use own initiative to work without direction and meet agreed deadlines.</li> <li>▪ Flexibility.</li> <li>▪ An effective communicator with Academy staff, pupils, parents and carers.</li> <li>▪ Ability to use IT / Financial Management Systems and reported data effectively to assist in month end procedures and the production of accounts.</li> </ul>	

**Responsibilities for Resources:**

**Financial Responsibilities:** The job involves some responsibility for managing financial resources and budget requirements.

**Physical Resources:** The job involves some direct responsibility for physical resources.

**Responsibility for Policy Development:** The jobholder does not have responsibility for policy development and review, however they may be asked to contribute to wider department policy work.

**Responsibility for Student Outcomes:** The jobholder may support students/parents on a daily basis dealing with pupil financial matters at the Academy.

**Working Conditions:** The jobholder will work within the Finance Department.

**Main Contacts:** Principal Finance Officer, Finance & Payroll Officer, Senior Leadership Team, Suppliers, Teachers, Pupils, and Parents/Carers.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** June 2018

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**