



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Finance Assistant
SCHOOL: Trust
SALARY: Band 5
RESPONSIBLE TO: Finance Manager

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

The purpose of this role is to be responsible for the delivery of purchase, sales and general ledger in an accurate and timely manner including all aspects of financial processing, reporting and cash handling.

MAIN RESPONSIBILITIES:

- Monitoring and recording all income to the correct Nominal, for each school and communicate any challenges or variances to the Finance Team Lead
- Monitoring the purchase to pay system
- Process purchase orders as raised electronically by requisitioners on a daily basis
- Accurately process within specified deadlines purchase invoices/credit notes to orders and process onto ledgers (In the absence of the purchase ledger clerk)
- Process student bursary payments.
- Prepare suggested payment run (BACS/Cheques) and upload to bank
- Issue remittance advices once payment run is released

- Regularly clean up the sales ledgers as required to clear out unnecessary entries
- Deal promptly and efficiently with all order and invoice queries.
- Raise sales invoices/credit notes/chase debts within specified deadlines and process onto ledgers, including communication with debt collection agency and calculation and processing of write-offs
- Be responsible for the financial portal administration including setting up new users, setting access rights and training of staff on the portal.
- Carry out background checks on new suppliers and enter on to the system and manage administration of suppliers on the system

Cash and banking

- Process weekly cash and online banking from all campuses onto ledgers and ensure correctly allocated.
- Receive, administer and be responsible for the banking of all school monies on a regular basis.
- Administer school and central petty cash. Post entries to ledgers and reconcile.
- Monitor and update the daily cash flow forecast and invest surplus cash on the money market (once agreed with the Director of Finance and Central Services)
- Set up and complete administration of the credit card users on the banking system, then monitor expenses, post to ledgers and reconcile.
- Enter all banking payments onto the ledger.
- Reconcile all bank statements in accordance with procedures

Financial records

- Reconcile sales and general ledgers on a monthly basis
- Provide financial reports as required, using the finance system and/or spreadsheets as necessary
- Set up school trips on the finance system, ensuring documentation has been checked and approved and reconcile trip income and expenses once complete
- Contribute to the development and maintenance of financial record/information systems
- Maintain up to date and accurate manual/computerised records, filing and management information systems
- Monitor all grants received and keep a log of grant expenditure
- Process internal recharges as required
- Run financial reports as required
- Process charity payments for all campus charity banking.

General

- 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
- Participate in training and other learning activities and performance development as required
- Follow financial and administrative procedures, reviewing and updating them to reflect current working practice as required
- Cover and support other Finance team members when required

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



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Post Title: Finance Assistant		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> • Considerable experience of electronic finance based systems • Considerable experience gained within a finance office 	✓ ✓	
Skills & Competencies: <ul style="list-style-type: none"> • Ability to communicate with stakeholders (both internal and external) in a professional and timely manner to achieve a consistently high level of relations • Ability to undertake research and obtain information to inform decisions • Effective use of ICT and other specialist equipment /resources • Experience of ICT systems and/or other management information systems • Good ICT and keyboard skills • Ability to work as member of a team • Ability to self evaluate learning needs and actively seek learning opportunities • Excellent communications skills • Ability to prioritise and handle multiple demands of role • Ability to deal with customers of a demanding nature 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Knowledge & Qualifications <ul style="list-style-type: none"> • 5 GCSE A* - C Grades (including Maths and English) • AAT or equivalent or qualified by experience • Knowledge of PS Financials 	✓ ✓	✓
Physical, mental and emotional demands: <ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families • Ability to prioritise and handle multiple demands of role • Ability to deal with customers of a demanding nature 	✓ ✓ ✓	
Other: <ul style="list-style-type: none"> • Willingness to participate in training and development • Commitment to the needs of the organisation and learners • Evidence of having undertaken learning outside of the work place 	✓ ✓	✓