

Job Title: Finance Assistant

Reporting to: Finance Manager

Pay and Benefits: Scale 3 (£16,781 - £17,772), 25 days holiday, and a generous pension scheme

Overall Purpose of the Post:

Providing financial administrative support to the Assistant Finance Manager and Finance Manager by undertaking transactional accounting and clerical duties.

Main duties and responsibilities:

- Transactional accounting duties will vary depending on the school, staffing and segregation of duties but will typically involve:
 - Carrying out all financial procedures accurately, in a timely manner and in accordance with statutory guidelines, financial regulations, Trust and departmental policies and procedures
 - Making accounting entries manually and via associated financial systems
 - Reconciling balance sheet accounts on a monthly basis
 - Maintaining sub ledgers and associated processes e.g. sales ledger and credit control
 - Cash management including the collecting, counting and banking of physical cash
- Clerical Duties will also vary by school but will typically include:
 - Co-ordinating the purchase of goods and supplies, ensuring that the School obtains best value for money from suppliers and contractors
 - Archiving and disposing of financial documents in line with record retention requirements
 - Dealing with queries regarding supplier and budget account holders, liaising with Heads of Faculty and external suppliers
 - Organise, confirm and hire transport for Academy visits and sports fixtures
 - Organise, confirm and book staff business travel

Undertake other reasonable duties as requested and in accordance with the changing needs of the organisation.

Supplementary Support

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, and public sector financial management reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of Outwood Grange Academies Trust.
- Participate in training and other learning activities as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Other duties agreed from time to time by the post holder with the Line Manager or Executive Principal/Chief Executive
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time.

Additional responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshal duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Lead over any safeguarding issues or concerns;
- To comply with academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.

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