



## Job Description

**Job Title:** Finance Assistant

**Reporting to:** Finance Manager

**Grade:** 4

### **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 academy, 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 academy 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
  - Organising, confirm and hire transport for academy visits and sports fixtures
  - Organising, confirm and book all staff business travel

### **Supplementary Support**

- 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

## **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall 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 Person over any safeguarding issues or concerns;
- To comply with the 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.

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