



Job Description

Job Title: Finance Assistant

Reporting to: Finance Manager

Grade: Scale 3

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 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 were 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.