

JOB DESCRIPTION:

Central Team Finance/Administrative Assistant



GRADE:	Band 4 Point 8-12
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RESPONSIBLE TO:	CFO/CEO
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JOB PURPOSE:

- To support the CFO in providing a professional financial management service for academies within the Trust, to include Trust-Wide responsibilities and ad hoc projects.
- To assist with the transactional inputting from the academies into the accounting system.
- To support the CEO/CFO and Trustees in the smooth running of the Trust.

1 - KEY FINANCE TASKS

1	In conjunction with the CFO, ensure that the finance and audit requirements outlined within the Academies Financial Handbook (AFH), Master and Supplemental Funding Agreements, Accounts Direction, Statement of Recommended Practices (SORP) of the Charities Commission, and the Trust Financial Policies and Scheme of Delegation are fully met
3	To operate according to agreed procedures and maintain those procedures by partaking in an annual review.
4	<p>To assist the CFO to monitor all accounting procedures and resolve any problems, including:</p> <ul style="list-style-type: none">• The payment of all goods and services provided to the Academies• Maintaining assets registers for the trust <p>To assist in the preparation of the month-end schedules as part of the management accounts process as follows:</p> <ul style="list-style-type: none">• Month-end accruals, prepayments, accrued income, deferred income• Identify fixed assets purchased during the month and ensure that they have been capitalised• Post payroll into the accounting system• Review aged debtors/aged creditors, identify & notify potential problems to the school• Review outstanding commitments report to ensure that obsolete purchase orders are removed from the system
5	To assist the CFO in the preparation of statutory returns, financial statements and to liaise with the auditors
7	To manage and monitor contracts, tenders and agreements for the provision of support services.
8	To provide finance support to Business Managers, CFO, CEO and other staff members in the Trust as required.

2 - ADMINISTRATIVE TASKS

1	To maintain the Trust Website and social media under the direction of the CEO
2	To maintain statutory records including registers of interests, policies, staff records and filing.
3	To minute meetings on occasion.

3 – STANDARD TASKS

1	To implement and uphold the policies, procedures and codes of practice of the Academies, including relating to human resources, customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
2	To take a pro-active approach to health and safety, working with others in the school to minimize and mitigate potential hazards and risks, and actively contribute to the security of the Academies, e.g. challenging a stranger on the premises.
3	To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school
4	To attend and participate in relevant meetings as appropriate.
5	To undertake any other additional duties commensurate with the grade of the post.

PERSON SPECIFICATION

Experience, Training and Qualifications	Essential / Desirable
Literacy & Numeracy skills equivalent to Level 3 of the National Qualification & Credit Framework	E
Excellent IT skills with a good working knowledge of Microsoft Office	E
Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures	D
Knowledge, Skills and Abilities	
Knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to MATs and their academies	D
Knowledge of the requirements of the ESFA Academies Financial Handbook, Annual Accounts Direction and reporting requirements	D
Excellent knowledge of information management systems, spreadsheets and databases	E
Ability to work as part of a team over different geographical locations.	E
Ability to produce management and statistical information clearly in a way that can be understood by others	D
Excellent communication skills both verbally and written	E
High levels of accuracy with strong attention to detail	E
Proactive in your approach to improving processes and introducing efficient and effective systems.	E
Excellent organisational skills with the ability to work at pace, multi-task and prioritise	E
Understanding of why safeguarding is important in a school environment	E
Understanding of equal opportunities and inclusion in a school setting and how it applies	E
Commitment & understanding of General Data Protection Regulations and how they would apply in the organisation and within the role	E
Personal Qualities	
Able to work well with others with a good sense of humour	E
Able to work flexibly as the workload demands	E
Able to maintain issues of confidentiality within the working environment	E
Willing to travel to locations and sites within the Trust's portfolio of academies	E
Willing to consent to apply for an enhanced DBS with barred list check.	E