

JOB DESCRIPTION & PERSON SPECIFICATION

ORGANSATION:	St Cuthbert's RC Academy Trust	
SECTION:	Business Support	GRADE: 3 / 4
JOB TITLE:	Finance Assistant	REPORTING TO: Finance Managers
EVALUATION DATE:	July 2022	

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: To deliver financial support and assistance to the Financial Management Team which is efficient, compliant and meets the requirements of St Cuthbert's RC Academy Trust, any legal and statutory obligations, and the Academies Financial Handbook.

To supervise various financial operations such as processing incoming income, recording and receipting cash handling, accounts payable, accounts receivable, budget management and reconciliation in order to ensure compliance with the Academies Financial Handbook, Trust financial procedures and good accountancy practice.

To act as key liaison with the Secondary School departments and primary schools within the Trust.

To provide support to Trust staff in the ordering and receipt of stock and purchasable items in line with agreed levels and Trust financial procedures.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To have an overview of the cash handling, petty cash and gift voucher system and ensure Trust financial procedures are followed.
2.	To administer the Trust credit card.
3.	To effectively use relevant equipment/ICT software, e.g. Office 365, SAGE, Paperless, Parentpay etc.
4.	To provide mentoring support for the Junior/Apprentice Finance Assistants with Trust orders for stock and purchasable items, and with the processing of invoices through the Paperless system in line with Trust Financial Procedures.
5.	To promote and safeguard the welfare of children and young people.
6.	To effectively communicate and support the Finance Managers to ensure that any issues or opportunities with financial systems are appropriately developed for the Trust.
7.	To monitor, update and maintain The Sport Development Company and Vantage Teaching School Hub with all income and expenditure payments against the Company.
8.	To check and reconcile bank statements for all Trust accounts and produce the confirmation reports.

9.	To undertake the transfer of cash to G4 Cash Handling Services and log receipts.
9.	To support the Finance Manager with compiling the Trust Business Register of Interests.
10.	Keeping abreast of DfE and Academy Handbook requirements, financial legislation, VAT and own training and development needs and disseminating relevant and appropriate training to finance staff and Directors.
11.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust as your employer, and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in St Cuthbert's RC Academy Trust Health and Safety policy.
12.	To be completely aware of responsibilities at all times under GDPR and the Data Protection Act for the security, accuracy and significance of personal data held on the Trust computer systems.

GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the school.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

The post holder has mentoring support for 3 Apprentice Finance Assistants

2. Responsibility for Customers/Clients:

The job impacts on over 2000 children in relation to all principal accountabilities. The post-holder works as a member of the Business Support team in undertaking the core financial operations of the Trust that impacts directly on staff and children. The post-holder is responsible for maintaining good relations with community users, partner agencies and contractors.

3. Responsibility for Budgets:

The post-holder has no responsibility for budgets.

4. Responsibility for Physical Resources:

Responsible for own equipment such as photocopiers, telephones, office computers.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Reports to the Trust Finance Managers.

Works closely with other members of the Business Support Team.

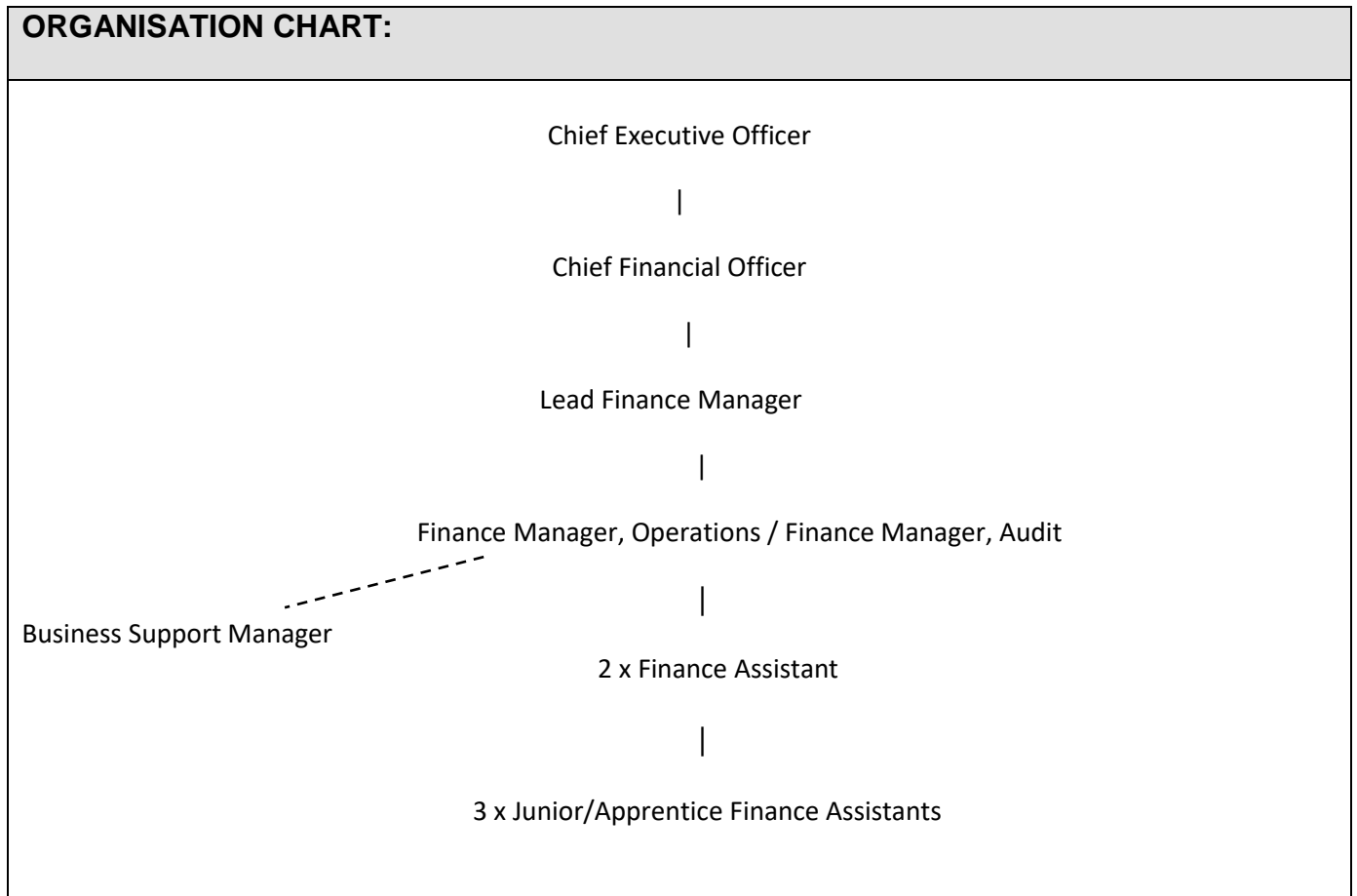
Works with policies that impact on staff and children.

2. Within the Academy

Works collaboratively with other Business Support colleagues to improve practices in all Academy schools.

3. With External Bodies

Supports the Finance Managers with information that is supplied to the External Auditors, ESFA and other bodies as required.



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	x						
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		x					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	x						

PERSON SPECIFICATION		Tick relevant column		List code/s*
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		Essential	Desirable	How identified
		1.	Qualifications:	
	GCSE Maths and English, Grade C or above (or equivalent)	/		AF, CQ
	Professional qualification in the field of finance and accountancy e.g. AAT (or a commitment to working towards within 6 months of commencement in post)	/		AF, CQ
	Full clean driving licence		/	AF, CQ
	Commitment to on-going professional development	/		AF, I
2.	Relevant Experience:			
	Experience of working with a variety of financial systems and Microsoft packages	/		AF, I
	Experience of working with Sage and Paperless		/	AF, I
	Experience of asset management systems		/	AF, I
	Experience of interpreting complex financial data	/		AF, I
	Experience of working in a busy office environment		/	AF, I
	Experience of administration procedures	/		AF, I
3.	Knowledge			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	/		AF, I
	An understanding of basic financial accounting	/		AF, I
	An understanding of Academy Financial Procedures		/	AF, I
	Working knowledge of current policy and practice relating to financial management		/	AF, I
	Ability to work on own initiative, knowing when to take direction and support from line manager/other.	/		AF, I
4.	Skills			
	Ability to work on own initiative, knowing when to take direction and support from line manager/other.	/		AF, I
	Accurate and well organised approach to work, with ability to plan and prioritise workload.	/		AF, I, R
	Ability to work well as part of a team, independently or under direct instruction.	/		I, R
	Strict confidentiality – Must be able to keep a high degree of confidentiality and discretion.	/		AF, I
5.	Interpersonal/communication skills			
	Ability to establish professional, effective working relationships with a range of internal and external partners/colleagues and children and young people	/		AF, I

PERSON SPECIFICATION		Tick relevant column		List code/s*
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	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills showing confidentiality at all times	/		AF, I
	Ability to communicate effectively (verbally and in writing) with external suppliers and colleagues across the Trust	/		AF, I
	To contribute to Trust Financial Reporting as and when required		/	AF, I
	To contribute to Policies and Risk Assessments as part of the Health & Safety procedures	/		AF, I
<p>The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.</p>				
6.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.		N/A	DBS Disclosure
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		N/A	AF(after short listing)