



Post Title:	Central Finance Assistant
Responsible To:	Primary and Secondary Finance Leads
Location	Role based at Cockermouth School with regular travel locally to other schools.
Grade:	Grade 5 (Scale Point 6) £25,183pa £13.0537ph Pro Rata
Hours:	37 hours per week daily, 39 weeks (term time only plus one week)
Main Purpose:	Under the instruction/guidance of senior staff: provide general financial support to the Multi Academy Trust

### **Role Context and Purpose**

Working within a small finance team this role is intended to support schools in the Multi Academy Trust with their finance duties. The role is specifically focussed on developing the central processing and automation for schools of key financial tasks such as bank account management & reconciliations, supplies ordering and payments, accounts receivable and record keeping. Specific responsibility for inter-school/Trust balances and transfers will be developed as the MAT grows.

### **Job Description**

- Maintaining spreadsheet and computer ledger-based records to evidence good financial control and audit trails.
- Processing high levels of data and developing this through increasingly paper-light/paperless systems – in line with schools' requirements.
- Support other team members to provide efficient and effective financial services to schools.
- Processing purchasing orders and invoices for the MAT schools to provide an excellent central support service.
- Provide general financial/administrative support to maintain reports, records and audit trails for all external scrutiny and monthly reconciliations.
- Maintain manual and computerised records/information systems.
- Undertake typing, spreadsheet and word-processing and other IT based tasks – working within and office and digital workspace with and maintaining effective records.
- Undertake stock checks where appropriate.
- Undertake administrative procedures linked to the role of finance assistant within schools – e.g. processing HR related documentation or information.
- Undertake any other duties commensurate with the grade in order to contribute to the effective running of schools (e.g. occasional break duty cover).
- Reconciling and reviewing other's work to maintain separation of duties where needed.


## Improving overall Efficiency of the MAT's Central Finances

- Operate and roll out relevant equipment/ICT packages (e.g. financial system, word, excel, databases, spreadsheets, Internet etc.).
- Developing processes and procedures for common approaches across multiple schools e.g. to reduce un-warranted variation and improve service resilience.
- Liaising with and training of school-based staff to maintain their efficient working e.g. in moving to a paper-light/paperless financial transactions and record keeping.
- Covering for colleagues for periods of absence supervision when required to do so.
- Ensuring deadlines are met.

## Health & Safety, Safeguarding, GDPR etc.

- To adhere to school/MAT policies at all times.
- Ensure that risk assessments are carried out in line with the school/MAT Health and Safety policy for activities undertaken by the role.
- Ensure awareness of Health and Safety issues including the need to report all health and safety problems, accidents, and “near misses”.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- To be accountable for promoting and safeguarding the welfare of students.
- To ensure the role is undertaken within all aspects of GPDR good practice.
- Working within the MAT's staff Code of Conduct

## Person Specification: Central Finance Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ L2 relevant to the role (or equivalent experience) Minimum of GCSE Grade 4 or C+ in English and Maths.	
<b>Experience</b>	Office Duties Digitally Competent in Office 365 applications (Excel, Word, Outlook)	Working in a school setting
<b>Knowledge and understanding</b>	Business Administration	
<b>Skills</b>	Teamworking Good communicator Able to meet deadlines and prioritise effectively. Maintaining confidentiality. Able to follow procedures. Work with a high degree of accuracy.	Willingness to work towards book-keeping/accountancy qualifications .
<b>Personal characteristics</b>	Calm, Empathetic, Flexible Organised, Patient, Resourceful, Tolerant and be a good role model	

## Responsibilities Statement

<b>Leadership (Self and Team)</b>
Prioritising own activities within a series of allocated tasks.
Contributing to teamworking
Supporting and guiding less experienced staff, if required.
Clarify what is personally required to do the job well and takes pride in own work.
Accept feedback to improve effectiveness
<b>Delivering Results</b>
Providing office services to support the service area(s)
Providing information and administrative support to managers
Entering data, checking for accuracy and logic and identifying potential errors.
Maintaining and conducting standard interrogation of systems/databases and answering queries.
Creating and formatting documents.
Locating and delivering documents and information.
Taking meeting notes.
Undertaking Fire Warden duties for the building including arranging for regular inspection of the equipment and organising / overseeing practice and emergency evacuation procedures where necessary.
Check facts and consider options before deciding on how best to do own job.
Report repeated problems, waste and inefficiency.
<b>Service Improvement</b>
Making recommendations for improvement.
Cooperating with change.
Open-minded about new ways of working and committed to make improvements.
<b>Managing Resources</b>
Receiving, recording and balancing financial transactions including handling Cash (including client monies), petty cash and processing small amounts of money and small transactions.
Checking stock levels and requesting necessary supplies, in accordance with Service procedures
Operating and basic maintenance of office and public counter equipment, and other facilities where appropriate.
Understand that all actions have a cost so use resources efficiently.
<b>Customer and Community Focussed</b>
Responding to internal and external queries, including providing standard responses involving direct contact with members of the public and challenging people.
Carrying out reception and public counter duties, as necessary.
Respond to student/parent/staff needs; deal with people in a courteous, timely and professional manner.
<b>Qualifications, Knowledge, Experience and Expertise</b>
NVQ Level 2, or equivalent experience or knowledge in the relevant work area.
Knowledge of the procedures in the service area and how to apply them.
Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.
Minimum of GCSE Grade 4 or C+ in English and Maths.
Committed to ongoing personal development.
ICT literate relevant to work area.
Working knowledge of relevant software packages.
Working knowledge of who colleagues are and what they do.
Understanding of how to deal with customers to required standards of service.
Knowledge of service provided in own area.