



# FINANCE ASSISTANT

Advert, Job Description and Person Specification



# FINANCE ASSISTANT- Processing

**Salary: Beyond Schools Trust Scale point 4-11**

**Currently £18,933 per annum - £21,748 per annum, 37 hours per week all year**

The Beyond Schools Trust is a multi-academy trust based in Medway, which presently consists of three secondary schools and one primary and one junior school and is currently recruiting for a permanent Finance Assistant to support the growing demands of the central Finance function. We are a growing, multi-academy trust within the educational sector with approximately 500 employees across the five sites.

We are looking for an efficient and organised individual with three years' experience working in a Finance role, preferably with experience in order processing, reconciliations, and banking. They must be IT literate with a good level of MS Office skills (Excel and Word are essential). They should pay strong attention to detail and pride themselves on their organisational skills with the commitment to meet deadlines. A good candidate will also possess strong communication skills along with a good level of customer service. This is a great opportunity for an individual looking to develop their career with a role that offers real ownership whilst remaining in a collaborative environment.

Please visit [www.beyondschoools.co.uk](http://www.beyondschoools.co.uk) for a full job description and an application form.

**Closing Date for applications: 9.00am on Monday 4<sup>th</sup> October 2021**

Letters of application, together with a completed application form (available on the Beyond Schools website) giving full details of qualifications and experience to date should be sent to: Mr S Rayner, Trust Finance Director, The Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ or e-mailed to [hrpayroll@beyondschoools.co.uk](mailto:hrpayroll@beyondschoools.co.uk)  
Short-listed candidates only will be contacted for interview, which will take place w/c 4<sup>th</sup> October 2021.

**The Beyond Schools Trust is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all staff and students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.**

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**JOB TITLE:** FINANCE ASSISTANT - PROCESSING

**REPORTS TO:** DEPUTY FINANCE DIRECTOR / FINANCIAL CONTROLLER

**SUPERVISES:** NO SUPERVISORY RESPONSIBILITIES

**SALARY:** PAY BAND D2 - Trust Scale Points 4 - 11

**JOB PURPOSE:**

The post holder will undertake responsibilities as a member of the Central Finance Team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day to day processes are managed in an accurate and timely manner.

The duties set out in the job description are common to all elements of financial administration and to ensure familiarity with all aspects you will be directed to rotate through the different areas as part of your duties.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

Financial Management

- Provide high quality financial administrative support to the Trust's Central Finance Team under the direction of the Financial Controller/ Finance Director.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into the Trust's financial system, PS Financials (PSF), in accordance with the Trust's financial procedures.
- Open post and distribute accordingly whilst bringing to the attention of the Financial Controller/ Finance Manager any items of importance.
- Review all emails sent to the finance office daily and action all relevant requests for information & download invoices & statements to be processed

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- Process purchase requisitions/orders on PSF for appropriate resources and services received from Budget Holders checking correct coding has been applied and evidence of best value has been supplied where necessary.
- Place orders with suppliers online or by email as appropriate in accordance with the requisitions raised by the Budget Holders
- Process invoices on PSF ensuring the invoices are checked against the original purchase order, that items have been 'Goods Received' by the school, and they are passed for payment in accordance within the terms specified by the supplier.
- Deal with queries from suppliers, customers, school staff and other parties as is necessary in a professional and efficient manner.
- Regularly undertake checks on outstanding open orders and chase outstanding invoices if required
- Regularly review and reconcile creditor statements
- Post journals as required (including payroll, repro recharges and voluntary fund movements)
- Process petty cash transactions and keep appropriate records.
- Process student bursary orders/payments and maintain reconciliation spreadsheet of individual expenditure
- Process staff reimbursements
- Process credit card purchases and payments.
- Undertake bank reconciliations of the Voluntary Fund accounts and reconcile VF position monthly
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within PSF.

#### Other Duties

Contribute to the Trust's culture and development by:

- Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.

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- Attend any meetings when requested.
- Supporting the Deputy Finance Director and Finance Director in their plans to rotate duties to ensure that delegation/segregation of duties is clearly implemented.

Share good financial practice across the Trust and within the Schools.

Take responsibility for your own well-being.

Participate in appropriate induction programmes to support new staff into finance and provide support for those members of staff who are new to a Trust environment.

Take responsibility for your own career choices and actively seek CPD opportunities.

Participate in the appraisal process and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

**2** It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

**3** As a member of the Trust your role will be based at the Trust central office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **3.1 Teaching and Learning**

**4** This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **4.1 ICT**

**5** All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and

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particular care and attention should be taken with any communications that may result in a breach of GDPR.

**6** All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **6.1 Health and Safety**

**7** Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

**8** In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **8.1 Safeguarding**

**9** Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

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## Person Specification

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Requirement	Essential or Desirable?
<b>General Requirements</b>	
Good general education	Essential
Good ICT skills	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
<b>Post Specific Requirements</b>	
Accounting qualification (minimum Technician level)	Desirable
Knowledge/experience of working within an Educational environment	Desirable
Good working knowledge of IT software packages and good understanding of crating/using Excel spreadsheets	Essential
Experience in Financial Administration	Essential

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