



JOB DESCRIPTION

FINANCE ASSISTANT	
Grade	D – Scale 3 to 4
Hours	25 hours per week, 5 hours per day, 40 weeks
Section	Support Staff
Responsible to	Secondary Finance Manager
Responsible for	This position has no responsibility for Line Management

Job Purpose	To be responsible for the provision of efficient financial administrative support in the Finance Department specifically and the school generally.
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within the school are expected to show flexibility in the reviewing of responsibilities to meet the school’s needs, which may change from time to time.
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- Process orders and invoices in line with school procedures.
- Working with students / parents, utilise the school’s payment platform to ensure funds are collected accurately and in a timely manner.
- Monitoring and reconciliation of school trips and other activities.
- Check goods inwards. Liaise with suppliers re prices, delivery dates and discrepancies.
- Undertake reconciliations and the preparation of income for timely cash banking.
- Undertake administration relating to Pupil Premium bursaries, sixth form bursaries etc.
- Undertake general administration relating to the finance systems and procedures of the Trust.
- A flexible approach to the work and the hours to manage peak periods.
- Participate in the school’s appraisal management process.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust.

- Perform any other reasonable tasks within the range of the salary grade.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Deputy CFO.

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS
EDUCATION AND QUALIFICATIONS	Essential <ul style="list-style-type: none"> • 5 GCSE's or equivalent including Maths and English at Grade C or above
RELEVANT EXPERIENCE	Desirable <ul style="list-style-type: none"> • Experience of working in an accounting environment • Experience of working in a school setting
KNOWLEDGE AND UNDERSTANDING	Essential <ul style="list-style-type: none"> • Ability to relate to teachers, other professionals, parents and students Desirable <ul style="list-style-type: none"> • Knowledge of SAGE Education and/or ParentPay
SKILLS	Essential <ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent ICT, administration, time management and self-motivation skills • Proficient in Excel skills • Acute attention to detail • Ability to work as a member of a team and work on own initiative • Ability to be positive, resilient, enthusiastic and flexible when working under pressure
OTHER	Essential <ul style="list-style-type: none"> • Ability to relate to and promote the positive ethos of the MAT • Willingness to undertake training as required

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES