



Job Description

Job Title: Finance Assistant

Location: Ormiston Denes Academy, Lowestoft

Salary: Grade 4 above the bar (24-28)

Hours of work: **37 hours per week – full time**
43 weeks per year. Core hours will be between 8am & 6pm Monday to Friday. There will be a requirement to work during the school holidays.

Responsible to: HR & Finance Manager

Liaising with: The post holder will liaise with staff, students, visitors, suppliers, external agencies and other stakeholders at all levels in relation to the duties of the post.

Disclosure Level: Enhanced DBS – Disclosure Barring Service

Purpose:

To provide financial and administrative support under the direction of the HR & Finance Manager. You will support, manage and undertake the day-to-day operation of all financial systems, in accordance with the practices and procedures of the academy.

To ensure that the financial processes of the academy meet the highest operational and compliance standards as required by legislation, the Education Funding Agency and best practice. You will be supporting the achievement of successful, educational and community outcomes for the academy, its staff, students and the local community.

Key Roles & Responsibilities:

To ensure the efficient, accurate and timely recording of all financial transactions relating to academy activities using both manual and computerised systems.

To maintain and develop robust systems of internal financial control appropriate to the needs of the academy, the requirements of accounting for public funds and operation as an academy.

Duties and responsibilities:

Financial processing:

- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
- Manage weekly cheque/BACS run, ensuring all payments are entered and verified by the HR & Finance Manager and the appropriate reports are run.
- Processing and reconciliation of petty cash, including dinner money loans.
- Calculation of internal recharging to departments (eg reprographics and hospitality) and processing of subsequent journals.
- Assist with month-end procedures, including bank and other reconciliations and posting of journals as required to enable the Business Manager to produce up to date management accounts.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other academy staff.
- To ensure that all payments made by the academy are completed within supplier terms and that income due to the academy is received within the terms of academy business, including credit control activities.

Financial Management & Control:

- To manage the month-end processes, produce monthly financial management reports and monitor levels of expenditure and income against budgets.
- To actively manage the cash flow requirements of the academy, reporting any discrepancies.
- To contribute to the year-end processes and preparation of the annual statutory accounts and other regulatory reporting required by the Education Funding Agency.
- Maintain the Fixed Assets file ensuring copies of all invoices (above £1,000) are filed and passed to the Business Manager to maintain the Fixed Asset Register.
- Maintain adequate records for audit and compliance requirements.
- To liaise with the academy accountants, providing assistance and support during internal and statutory audits and contributing to the preparation of any other regulatory reports.
- To undertake project work in conjunction with the Business Manager or HR & Finance Manager to achieve key organisational objectives.
- Monitor the accuracy of the academy's accounting system and perform regular reconciliations and reviews to ensure accuracy and completeness of postings.
- Correct all errors in a timely fashion.
- To complete the academy's quarterly VAT return from the finance system.

Payroll/Human Resources:

- To assist the HR & Finance Manager in checking the monthly payroll (or processing in the absence of the HR & Finance Manager), ensuring corrections have been made by the payroll contractor.
- Check monthly claims prior to being input, advise of any discrepancies or irregularities before passing to the HR & Finance Manager for authorisation
- Process of monthly childcare vouchers
- Provide support to staff on the completion of timesheets, travel claims, orders and other relevant financial documentation.

- Support the HR & Finance Manager by ensuring that the appropriate information is issued to new starters and volunteers, prior to commencing employment.
- Support the HR & Finance Manager administering the necessary paperwork for leavers, new entrants and contract variations.
- To enter leaver, new entrants and variations onto the Teachers Pensions secure website.

Budget Monitoring:

- To provide financial information reports from the finance system for budget holders and give advice as requested, ensuring the monthly timetable is adhered to.
- To provide a monthly budget list to the Business Manager, highlighting any budgets that are showing an overspend.

Other:

- Developing an understanding of academy policies and procedures, complying with their contents and raising concerns in a timely manner, including Pupil Behaviour Policy.
- To contribute to the provision of an effective environment for learning.
- To represent the academy as appropriate at meetings and in dealing with suppliers, external agencies and other stakeholders.
- Actively participating in the performance management processes within the academy.
- To care for your own and other people's health and safety.
- To be aware of the confidential nature of issues.
- To actively model and promote the values and ethos of the academy.
- Actively participate in performance management.
- Identify personal training needs and other learning activities as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- Identify personal training needs and participate in training and performance development whenever required.
- The post holder may be required to undertake other duties that are commensurate to the post holder's abilities, position & grade.
- The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility area have not been detailed.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Criteria	PERSON SPECIFICATION	
	Essential to basic performance of job	Required for fully competent performance of job
Technical or specialist	<ul style="list-style-type: none"> • Relevant qualification such as CSBM (Certificate in Academy Business Management), AAT (Association of Accounting Technicians) or equivalent experience • Ability to use a range of IT programmes including Excel, Word, PowerPoint, Outlook, • Experience of managing staff across different work areas • Experience in an administrative and financial environment • Specialist financial knowledge and a good understanding of financial regulations. 	<ul style="list-style-type: none"> • DSBM (Diploma in School Business Management) • Hogue Accounting/Payroll • Specialist qualification eg DSBM or management qualification • Knowledge of academy management systems
Administrative	<ul style="list-style-type: none"> • Ability to prioritise workload • Experience of working to tight deadlines • Ability to problem solve 	<ul style="list-style-type: none"> • Ability to take complex tasks and reduce them to simpler tasks
People	<ul style="list-style-type: none"> • Ability to co-ordinate the work of others • Good team working skills and the ability to work effectively with staff at different levels of the organisation • Patience and perseverance 	

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Planning ahead		
	<ul style="list-style-type: none"> • Ensure financial deadlines are met • Prioritisation of own work and others • Assist the academy Business Manager with financial forecasting for three years or more eg staff retention, building works, implementing legislation 	
Verbal and written skills		
	<ul style="list-style-type: none"> • Make and receive telephone calls, answer complex technical queries • Liaise with others both inside and external to the academy • Produce reports for the academy Business Manager and Governors 	
Payroll		
		<ul style="list-style-type: none"> • Experience of working in a payroll environment
Any other (including political)		
		<ul style="list-style-type: none"> • Broad understanding of government initiatives and their impact on academies