**JOB DESCRIPTION**

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| **Job Title:** | **Finance Assistant (Brookfields)** |  |
| **Grade:**  **Salary:** | **6**  **SCP 20 – SCP 24** |  |
| **Conditions of Service:** | **Support Staff Contract of Employment** |  |
| **Responsible to:** | **Business Manager/Principal** |  |

**Statement of Purpose**

To support the School Leadership team and Academy Council Undertake effective financial systems and procedures within the school in order to support Trust and school financial services. In addition. You will be responsible for the administration of the lettings of school premises, and you will act as the school Data Protection Officer.

**Main Duties and Responsibilities**

* Responsible for processing orders, invoices, credit card transactions, direct debits and other necessary financial transactions in order to ensure accurate and timely financial recording.
* Deal with routine payment and accounting queries in order that the appropriate action is undertaken, and an effective service is delivered.
* Provide the central team and Business Manager/Principal with support in relation to general administration processes in order to ensure that an efficient and effective service is provided.
* Maintain all relevant electronic filing systems and ensure that appropriate records are kept in relation to schools, debtors and creditors and audit requirements are met.
* Deal with the recovery of money on behalf of Shaw Education Trust where it has been identified, by calling or writing to specific individuals in order that a positive outcome is achieved. Where issues exist ensure that the Finance Business Partner is made aware and appropriate actions are put in place.
* Receive all mail into the department and make accurate and appropriate decisions in relation to the action required, considering date of issue and nature of action.
* Maintain manual and computerised records/management information systems in order to ensure that the correct accurate and appropriate financial information is recorded and stored.
* Provide general financial advice and guidance to staff, pupils and other members of the Shaw Education Trust team in a professional and timely manner.
* Assist in the operation and reconciliation of bank accounts where and when necessary, reporting to the Finance Business Partner on matters relevant.
* Provide support and assistance to all staff when required on financial policies and procedures within the Trust.
* Undertake the administration of staff expenses
* Responsible for maintaining the school petty cash by:
  1. Distributing and reconciling petty cash and input transactions onto PSF
  2. Checking VAT element of petty cash receipts
  3. Reconciliation of monthly transactions on PSF, FMS module and checking the balance matches against petty cash.
* Undertake the administration of school meals and free school meals including weekly class snack by:
  1. Maintaining the pupil summary and issuing of the snack and/or dinner money letter/text
  2. Setting up payment plans on School Gateway for outstanding payments of snacks
  3. Check the monthly free school meals report and ensure changes are actioned on SIMS amend excel spreadsheet
  4. Record meals takes by pupils and staff on Gateway on a daily basis
  5. Reconcile Gateway transactions with school attendance records
  6. Distribute, collect and process class snack orders and place order
  7. Receive and check delivery of snacks and distribute accordingly.
* To be responsible for administration and record keeping of the School Fund account:

1. Recording income and issuing a letter of thanks for donations
2. Count, record and bank any cash collected for donations and following fundraising events for PTFA or chosen charities
3. Action invoices for payment using PSF
4. Process any uniform orders, create payment request on the school gateway and check and distribute order when it arrives
5. Make bookings on behalf of classes or groups for trips out and arrange payment
6. Prepare letters for parents/carers for any school trips or events and distribute to classes
7. Input payment requests on the school gateway for parent donations towards trip

**Support for School**

* To be responsible for the administration of the hire of the school premises. This includes:

1. Be the main point of contact for all hirers and to liaise as necessary
2. Maintain a timetable of lettings, liaising with the Business Manager to ensure these do not coincide with school events
3. Issue documentation to hirers including terms and conditions of hire, scale of charges and invoices
4. Prepare reports for Governors relating to the use of the facilities and the appropriateness of the scale of charges
5. Receive, monitor and record receipt of payments
6. Liaise with the Maintenance Officer on opening and closing of facilities
7. Check ‘aged debtor’ list monthly for non-payment

* To be Data Security Expert for the school working in conjunction with SET DPO

1. Update GDPR is with new contractors/suppliers’ details to ensure compliance
2. Investigate any reports of a data breech and report findings to DPO. Assist with any further investigations to report to ICO
3. Keep up to date with GDPR news and introduce any new procedures require in agreement with Headteacher
4. To assist DPO with annual audit and address any points raised

**Support to Trust** (This list is not exhaustive and should reflect the ethos of the Trust/ school)

* Promote and safeguard the welfare of children and young persons you are responsible for or meet.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of, support and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the Trust/schools
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist the Head of Finance with any issues presented during the working day.

***Note***

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

##### **Person Specification**

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| Minimum Criteria for Two Ticks \* | Criteria | **Measured by**  APP/I/ASS |
|  | Experience / Skills  * 1 to 3 years of working in a financial environmentin an intermediate financial role * Must be able to prioritise tasks and work to deadlines. * Must be able to use initiative and escalate work concerns in a proactive and timely manner. * Must be capable of interpreting work and tasks in order to deliver an effective and timely outcome. * Must be able to demonstrate a positive attitude and professional customer service to all callers and members of the team. * Must be able to work effectively as a collaborative team * Must be able to deal effectively and professionally with customers and service users. * Must be able to make well-reasoned decisions in a professional and capable manner. * Must have the ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Must be able to gather, verify and assesses all appropriate and available information to gain an accurate understanding of situations. * Should be able to consider a range of possible options before making clear, timely, justifiable decisions. * Should be able to review decisions in the light of new information and changing circumstances. * Balances risks, costs and benefits, reporting to senior management where necessary. * Should be able to exercise judgement and discretion as appropriate which is in the Trust interest. * Must be methodical and have excellent attention to detail.   . | APP/I |
|  | Qualifications/Training / Desirable  * NVQ 3 Business and Finance or equivalent | APP/I |
|  | **Knowledge**   * Must be able to interpret budgetary information in order to make sound judgments and undertake relevant action in respect of financial processing. * Must be able to understand, interpret and operate within set financial policies, procedures and instructions * Must have a good working knowledge of IT systems specifically for financial processing. (PS Financials or similar) * Must be able to operate telephone, fax, scanner and copier * Must be proficient in Microsoft Office, e.g., Word, excel | APP/I |
|  | Behavioural Attributes  * Customer focused. * Has a professional and respectful approach, which demonstrates support and shows mutual respect. * Can demonstrate active listening skills. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders. * Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Is enthusiastic and decisive. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | APP / I |

**MEASURED BY KEY:**

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Attitudes to the use of authority and maintaining discipline
* The post holder will be required to have an enhanced DBS check





If a disabled person meets the criteria indicated by the ‘Two Ticks’ symbol and provides evidence of this on their application form they will be guaranteed an interview.

07/12/2021

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.