



## North Halifax Grammar School Academy Trust

### Finance Assistant Job Description

<b>Salary</b>	NJC Scale 5 Points 12 - 17 (£22,183 to £24,491 FTE) £18,431 to £20,349 pro-rata
<b>Hours</b>	35 hours per week, (Monday to Friday) Term time plus 5 days
<b>Tenure</b>	Permanent
<b>Responsible to</b>	Finance Manager and Academy Finance Director

#### Main Purpose of the Role

To be part of an effective and efficient finance team to support the management of the Academy's finances and resources.

This job description encompasses the role of two members of staff and duties may therefore be interchangeable to meet the needs of the school.

#### Key Responsibilities

##### Purchase Ledger

- Coding and processing purchase orders promptly.
- The matching and processing of purchase invoices.
- Processing of purchase invoices.
- Reconciliation of supplier statements.
- Dealing with supplier enquiries and disputed invoices.
- Preparation of payments to suppliers by BACS and cheque.

##### Sales Ledger and Income

- Preparation of sales invoices.
- Processing of all income received.
- Analysis of all online payments via Parent Pay – posting to cost centres and posting cashbook journals.
- Cash receipting and weekly banking of all income.

##### School Fund

- Provide statements of account for budget holders.
- Posting of all income and expenditure.
- Produce cheques for payment.
- Reconciliation of School Fund bank statements.

##### Music Tuition

Administer the process for students undertaking music tuition including:

- Adding the students onto the parent pay system;
- Sending termly reminders for payments and monitoring the payment list;
- Chasing any outstanding payments;
- Booking music exams – e.g. ABRSM as per instruction from the tutor; and
- Communicating with tutors, parents and the head of Music about the process, fees due and exams.

### **Pupil Premium**

- Work with the budget holder to allocate funding for entitled students.
- Monitor spending for all allocated pupils.
- Locate items required for best value and communicate with individual departments.
- Communicate with parents as and when required, which can include dealing with difficult conversations.
- Reconcile budget reports with the monitoring information.
- Report to the budget holder any issues and update on the monthly accounts.

### **Head of Department (HoD) Support**

- To work with a number of HoDs to provide support on financial administration, budgets and trip administration (excluding risk assessments).

### **Trips**

- Discuss organisation and processes of a trip with the organiser.
- Help with paperwork completion to issue relevant forms for approval.
- Book the trip and transport.
- Order currency if required.
- Setting up of new payments items on Parent Pay.
- Input the list of students on parent pay.
- Monitoring and review of planned payment against actual payments.
- Communicate with parents and chase up payments.
- Support to teaching staff to plan and book all expenditure items.
- Provision of reports from Parent Pay.
- Support to parents with queries.
- Reconciliation of actual income and expenditure against planned budget.
- Archiving of past events.
- Check Evolve has been completed by the trip organiser.

### **General**

- Responding to queries from all staff, students and parents.
- Operation of the petty cash system.
- Dealing with the Finance Team post.
- Journals.
- Assistance with month end routines.
- Production of monthly capitation reports to budget managers.
- Maintain and update the fixed asset register.

### **Key Responsibilities for support of the Academy:**

- To contribute to the overall values and vision of the Academy.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model demonstrating the Academy's values at all times, including being aware of and responding appropriately to the individual needs of staff, students and visitors.
- To be aware of and comply with policies relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

### **Note:**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school as may reasonably be required.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at Grade C/4 or above.</li> <li>Experience of financial procedures, systems and processes.</li> <li>Microsoft Word.</li> <li>Microsoft Excel.</li> <li>A general understanding of financial systems in a business and/or educational environment.</li> </ul>	<ul style="list-style-type: none"> <li>Working within schools or academies.</li> <li>Knowledge and understanding of academy structures and the key issues facing academies.</li> <li>Knowledge of the Parent Pay system.</li> </ul>	Application form Reference Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of child protection and safeguarding.</li> <li>High standards of accuracy and attention to detail.</li> <li>Ability to take ownership of own areas of work with minimal supervision required.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of purchase and sales ledger up to trial balance.</li> <li>Experience of cash control including petty cash.</li> <li>Experience of purchase order processes.</li> </ul>	Reference Interview
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>A commitment to safeguarding and promoting the welfare of children and young people.</li> <li>A commitment to the Academy Trust's ethos, vision, values and aims.</li> <li>Resilience, the ability to work under pressure and be able to meet deadlines.</li> <li>Ability to work constructively and flexibly as part of a team and as an individual.</li> <li>Excellent communication skills (including written, oral and presentation skills).</li> <li>To provide a high level of service and support to all colleagues, students, visitors and third parties.</li> <li>Excellent organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to involvement in wider school life.</li> <li>A cheerful disposition and a healthy sense of perspective.</li> </ul>	Application form Reference Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>A positive attitude and commitment to continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of relevant in service training.</li> </ul>	Application form Interview