

TITLE: Finance Assistant

SCHOOL: Cardinal Newman School

RESPONSIBLE TO: CFO/School Business Manager

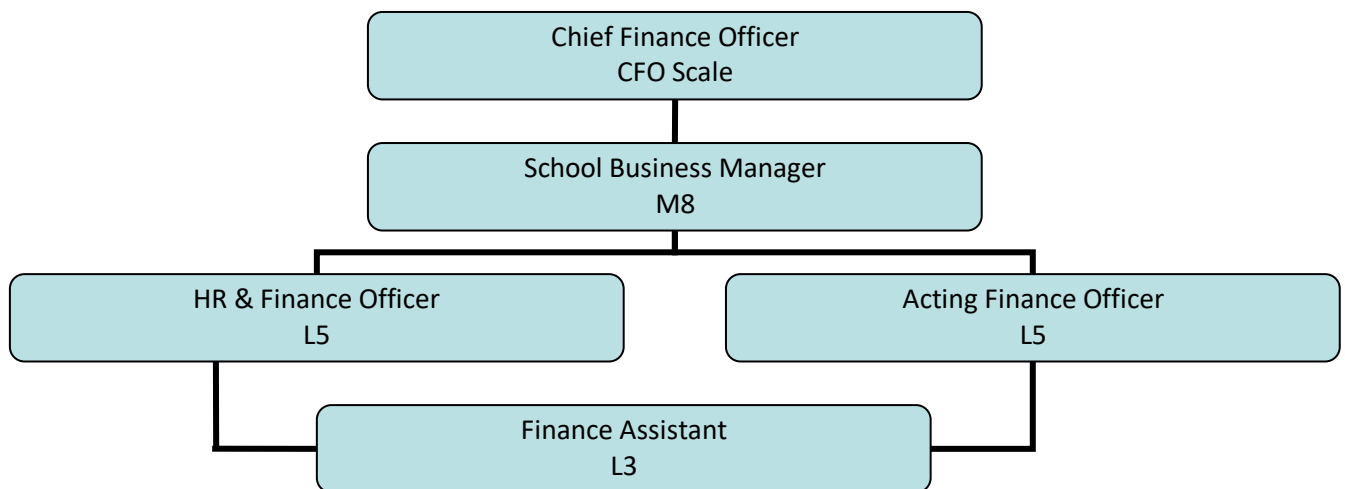
GRADE: L3

HOURS: 37 Hours Term Time plus 5 days

PURPOSE OF POST: This post is part of the St Alban Catholic Academies Trust (SACAT) central finance function but also an integral part of the school. The post holder will undertake data entry and financial support to the School Finance Team which ensures the efficient and effective operation of the schools financial procedures.

The post holder will be responsible for promoting the Mission and Catholic Christian character of both the Trust and the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

%

1. Accounting Processes - to include:

70%

- Maintain the school’s computerised financial information systems to ensure full compliance with the EFA Academies Financial Handbook/ the SACAT Scheme of Delegation and Financial Regulations.
- Processing orders and invoices – ensuring that all queries are dealt with in a timely and efficient manner.
- Ensure all orders are delivered within the agreed timescales, cross referencing deliveries against official purchase order on the Schools Financial Accounting system and that any discrepancies are reported to the Senior Finance Staff /Budget Holder and/or School Business Manager.

- Arrange prompt payment of suppliers.
 - To support the day to day handling of cash, ensuring collection, recording and all banking income is in line with Trust policies and procedures.
 - Monitor and invoice all school lettings.
 - Support the Finance Team with the end of year processes.
2. **Policy and Procedure:** 20%
- Support the effective procurement practice and ensure that Best Value principles are met, obtaining quotes for goods and services where necessary.
 - Support the monitoring and development of effective systems of financial accountability in line with statutory EFA Academies Financial Handbook/ the SACAT Scheme of Delegation and Financial Regulations.
 - Ensure that all financial regulations, VAT and Audit requirements are fully met.
3. **Reporting:** 5%
- Assist in the preparation of financial reports on a regular monthly basis. Bring any anomalies or deviations from the budget to the Finance Officer/School Business Managers prompt attention.
4. **General:** 5%
- This is not an exhaustive list of duties and responsibilities, the post holder may be required to undertake a role of the same level and similar nature.

DIMENSIONS:

Supervisory Management: None

Financial Resources: N/A

Physical Resources: N/A

Working Environment: May be required to work across other Trust sites.

Other: Liaise with the other schools within the Trust.

CONTEXT: All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the both the trust and the including any school priorities as defined in the Trust/School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006.

Disclosures are handled in accordance with the DBS Code of Practice on www.disclosure.gov.uk for any posts based in schools

For staff newly appointed to the school, confirmation of appointment is subject to a probationary period of nine months duration.

'The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'

FINANCE ASSISTANT - PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience in a financial administration role. Demonstrable experience of using IT for financial procedures.	1,2 1,2	Experience of working in a school environment	1,2
Skills/Abilities	Able to communicate effectively with colleagues and external contacts. Able to use spreadsheet package. Able to exercise initiative and judgement within defined procedures. Able to check information and maintain accuracy. Able to plan and prioritise work tasks to meet deadlines. Able to accurately analyse, interpret and reconcile financial data. Able to write straightforward letters and read instructions.	1,2 1,2 1,2,5 1,2 1,2 1,2 1,2	Able to use Microsoft Office suite, e.g. Word, Excel, Access	1,2
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge			Some knowledge of accounting practices. Experience of Academies/Schools Accounting Software Packages i.e. PSF Financials/Tucasi	1,2 1,2
Education and Training			Recognised financial or bursarial qualification (e.g. AAT) or equivalent qualification or willing to undertake training to obtain such qualification.	1,2,4

Other Requirements	Willing to adjust working arrangements to meet day-to-day service demands.	1,2		
	Ability to work across all Trust sites	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure the policies of the St Alban Catholic Academies Trust and the School are reflected in all Aspects of his/her work, in particular,

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct

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