



Job description: Senior Finance Assistant

Job details

Salary: Grade D

Hours: 37 hours per week, 52 weeks per year

Contract type: Permanent (subject to probation)

Reporting to: Senior Finance Manager

Key Responsibilities

- Month end processes completed on a +3 working days basis
- Maintain the Trust's financial procedures and standing orders, make recommendations for improvement
- To be responsible for the daily operation of the Finance office in the absence of the Finance Manager

Duties and responsibilities

To assist with all aspects of the effective and proper financial management including:

- maintaining financial records
- processing orders
- processing invoices
- processing direct debits
- processing Arbor receipts
- processing card purchases
- BACS processing in line with the approved budget and payment terms
- To ensure month end processes are completed on a + 3 working days basis
 - Invoice entered for previous month completed, queries resolved or marked as disputed
 - Outstanding orders reviewed with budget holder, ensuring they are current or to be cancelled
 - Goods Received Notes administered
 - All BACS posted
- To oversee the delivery and distribution of all purchase orders when received
- To raise sales invoices monthly and monitor timely collection of all debts
- To check supplier statements and resolve queries or raise with Finance Manager
- To provide budget holder reports if requested
- To support the Trip Leader; providing costings to ensure break even, approving parental correspondence prior to submission to HT, undertaking student ballots and monitoring parental payments. Maintaining profit and loss for the Finance Manager. Liaise with AHT re Pupil Premium students
- To maintain the Fixed Asset Register monthly and ensure the annual asset check is completed
- To maintain the contracts', register for the Trust, highlighting contract renewals on a timely basis to the CFOO
- To assist with year-end accounting procedures and liaise with auditors as required
- To undertake the line management of the Finance Assistant

- To ensure all enquiries from staff, students and the wider community are dealt with effectively and efficiently
- To be responsible for the daily operation of the Finance office in the absence of the Finance Manager
- Maintain the Trust's financial procedures and standing orders, make recommendations for improvement
- Any other duties reasonably required by the line manager/Headteacher which are commensurate with the post

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, 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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Essential	<ul style="list-style-type: none"> - AAT L3 or have a minimum of three years' experience in a finance function - GCSE English and Mathematics Grade C or above - Experience of working with computerised accounting packages - Able to carry out tasks which may require a high degree of confidentiality - Be customer oriented and able to communicate easily with students, parents and staff - Demonstrate a flexible 'can do' attitude, be organised, conscientious and able to plan ahead and work to deadlines - Strong organisational and administrative skills with a very high level of attention to detail and accuracy - Be a team player and can demonstrate the ability to establish priorities, work independently and work on their own initiative without direct supervision on all routine matters - Able to demonstrate resilience, motivation and a commitment to driving up standards of work
Desirable	<ul style="list-style-type: none"> - Having worked in a secondary school finance environment - Experience of year end accounting and the production of accurate annual accounts - Competent in the use of the Microsoft Office package, particularly Excel - Knowledge of the accounting software IRIS - Knowledge of School Information Management System, Arbor

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2025