

## **Great Heights Academy Trust**

### **Job Description**

**Post** Trust Finance Assistant

**Pay range** Scale 5

**Hours of work:** 15 hours per week

**Responsible to** MAT Core Team, in particular Chief Finance Officer (CFO)

### **Prime objectives of the post:**

**To support the CFO with all aspects of the development and effective operation of the Trust finance function.**

**To assist the CFO with the operation and monitoring of the Trust's constituent academies and designations' accounts and budgets.**

**To assist the CFO in the production of accurate information for a wide range of reporting purposes.**

**To provide oversight of the financial management of the constituent entities of the Trust to ensure sound and appropriate financial governance arrangements are in place.**

### **Main duties and responsibilities:**

#### **Operational:**

- Responsible for ensuring accurate reporting of budgetary expenditure throughout the year.
- Undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems, responsible for and carrying out any required journals to ensure the integrity of cost centre, ledger and fund accounting.
- Support the CFO in the production of financial information for a range of purposes, including year-end, auditors, the ESFA and DfE.
- Responsible for the production of budget monitors and Monthly Management Accounts, including accrual adjustments
- Responsible for the maintenance of the academies budgeting software, including monitoring and evaluating actuals to forecasts and updating, as required
- Providing the MAT Core Team with a range of financial and budgetary information, as required
- Operating the Trust's financial procedures in accordance with Trust and ESFA guidelines
- Complete bank reconciliations for bank accounts, monitoring cash flow.
- Support the processing of central orders, invoices and preparation of central BACS payments ensuring all transactions have the appropriate authorisation.
- Process Trust journals as required e.g. direct debits / credits; receipt remittances.
- Support the reconciliation of the central Business Card statement ensuring transactions are appropriately evidenced, authorised and entered onto the finance system accurately; reconcile academy credit card processing
- In liaison with the CFO undertake monthly pre-payroll checks, post payroll checks and subsequent journal postings.
- Support the inter-company journals process, ensuring appropriate authorisations, and integrity of consolidated accounting across the entities.
- Support the maintenance of the Trust Asset register including depreciation calculations.
- In liaison with the COO and CFO, responsible for the pension administration, including: checking monthly deductions are accurate; liaising with the payroll provider and TPS / WYPF as appropriate; liaising with the auditors to ensure timely submission of TPS end of year audit requirements.
- Monitor the control accounts across the Trust, independently identifying any issues and liaising, as appropriate, to correct
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required; at all times ensuring a professional approach, as an outward facing representation of the Trust.

**Administrative:**

- Ensure accurate maintenance of filing, archiving and data storage, complying with GDPR requirements.
- Maintain both manual and computerised record systems in line with audit requirements such as the Financial Scheme of Delegation; Academies Financial Handbook; Trust Financial Procedures Manual.
- Deal with correspondence and enquiries promptly from both internal and external stakeholders.
- Answer incoming and external telephone calls, dealing with requests and enquiries and taking messages, as required.

**General:**

- At all times act as a champion for the MAT
- The role may require working in situ across the offices of the Trust, providing administrative cover, as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in fields relevant to the role and communicate to staff / line managers as appropriate.
- To undertake any such duties commensurate with the post as directed by the Core Team.
- To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.

**Great Heights Academy Trust**

**Person Specification**

**Finance Assistant**

**Scale 5**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment and dealing with multiple work streams</li> <li>• Previous finance and accounting experience (at least four years)</li> <li>• Experience of using software systems for finance administration</li> <li>• Experience of producing financial information for a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an academy or similar establishment</li> <li>• Involvement in year-end accounts production</li> <li>• Experience of payroll administration and processes</li> </ul>	From Application Form Interview References
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• At least five GCSE's, which must include at least a B grade in mathematics and English.</li> <li>• Entry level qualification in accountancy/bookkeeping</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally AAT qualified</li> <li>• Evidence of personal commitment to CPD</li> </ul>	From Application Form Interview Certificates
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Be adept at problem solving, including being able to identify and resolve issues in a timely manner</li> <li>• Possess strong interpersonal skills with the ability to build and form good relationships with colleagues and pupils and work as part of a team</li> <li>• Be able to communicate clearly, both written and orally</li> <li>• Effectively read and interpret information, present numerical data in a resourceful manner and gather and analyse information</li> <li>• Be organised, accurate and thorough in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Access accounting or similar school accounts system</li> <li>• Intermediate excel</li> <li>• Full Current Driving Licence and use of a car which is insured for business use</li> </ul>	From Application Form Interview References

	<ul style="list-style-type: none"> <li>• Be dependable, able to follow instructions and respond to management directions</li> <li>• Have excellent working ICT knowledge, particularly excel and Microsoft Office</li> <li>• The ability to record and analyse data using different systems</li> <li>• Ability to deal with confidential information</li> </ul>		
TRAINING	<ul style="list-style-type: none"> <li>• Willingness to attend appropriate training</li> </ul>		Application Form Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• A warm, engaging and transparent personality</li> <li>• The ability to remain calm under pressure</li> <li>• The ability to work independently</li> <li>• A willingness to 'go the extra mile'</li> <li>• An ability to quickly adapt to changes</li> <li>• Initiative and ability to prioritise one's own work</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Efficient and meticulous organisation</li> <li>• Desire to enhance and develop knowledge through CPD</li> <li>• Able to attend evening meetings if required</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> </ul>		Application Form Interview References