Job Description

Finance Assistant

Reports to:	Penrose Learning Trust (the Trust), Head of Service - Finance
Salary/Grade:	Grade 3 Point 4 - 6
Job Purpose:	To assist the Trust by providing finance support for Hadleigh High School

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Finance

- Ensure all financial procedures are adhered to in accordance with the Academies Trust Handbook and the Trust's Finance Policy and Procedures.
- Be responsible for the placement of orders, ensuring they are authorised in line with the Trust's Finance Policy and Procedures and are entered accurately on the Trust's finance system, PS Financials.
- To record safe receipt of all goods and supplies ordered and to chase/follow up on any missing and/or incorrect items.
- To compare prices and negotiate with suppliers on pricing in order to achieve best value for money for the Trust
- To ensure all invoices are authorised in line with the Trust's Finance Policy and Procedures and are posted to the Trust's finance system PS Financials in a timely manner.
- To prepare weekly BACS payment files in line with the timetable issued by the Trust.
- To manage and reconcile online payments using Arbor, the Trust's MIS, and to post to the Trust's finance system, PS Financials.
- Undertake banking procedures for any monies received in school recording details in the Day Book, issuing receipts as requested and entering details to the Trust's finance system, PS Financials.
- Day-to-day responsibility for the Finance mailbox ensuring all correspondence is actioned and filed promptly.
- To provide support to all budget holders with queries on monthly finance reports providing background details as required.
- Undertake the daily/weekly and monthly finance housekeeping tasks according to the finance checklist.
- Using Arbor the Trust's MIS and the Trust's Finance system, PSF Financials, to manage and reconcile all financial records for school trips liaising with the trip leader as required
- Implementation of Trust debt collection procedures.

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
To carry out such other duties which may be required from time to time, within the grading of the post.

Job Description

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Headteacher, in liaison with your Trust Line Manager, or another nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation