

Eastern Learning Alliance

Finance Assistant Job Description

1. Introduction		
1.1	Name of Post Holder	
1.2	Post Title:	Finance Assistant and Financial controller to schools
1.3	Post Purpose:	To support the Finance, Manager, by processing all transactions in an accurate and timely manner and ensuring compliance with the Trust's Financial control procedures.
1.4	Report to:	Financial Controller
1.5	Responsible for:	The processing of orders and invoices
1.6	Liaising with:	Financial controller, budget holders, teachers, students, parents, suppliers, and members of the central team.
1.7	Working time:	37 hours per week. 52 weeks
1.8	Salary/Grade	Scale 4 point 18-21 £29.19 per hour – Ei 0.24 per hour

2. Operational

- 2.1 Processing of orders and invoices in accordance with the Trusts financial regulations.
- 2.2 Reconcile petty cash.
- 2.3 Responsible for the booking of school trips including the booking of flights and activities. Ensuring payments are received on time and late payments are followed up. Any other duties as required to ensure the smooth running of school trips within the finance office.
- 2.5 Responsible for the processing and reconciliation of the Trusts credit cards.
- 2.6 Assist with the safe collection, receipt, and banking of all cash.
- 2.7 Where necessary, receive and arrange collection for returned items.
- 2.8 Assist with ad-hoc projects or assist members of the central team with other duties as requested.

3. Quality Assurance

- 3.1 Ensure that all financial transactions are compliant with the Trusts financial control procedures.
- 3.2 Ensure when processing that VAT legislation is followed and applied correctly.
- 3.3 Processing of all accounting information to the Sage accounting system in accordance with regulations approved by the Trust.
- 3.4 Ensure all visitors to the finance office are dealt with efficiently and accurately.

Communications & Liaison

- 4.1 To establish effective communication with staff, students, and parents.

5. Management of Resources

- 5.1 To ensure orders placed are within budget.
- 5.2 Ensure best value by seeking out new suppliers where necessary.

5.3 Ensure late payment of invoices is followed up by contacting the relevant debtors in a timely manner.

6. College Ethos

6.1 To play a full part in the life of the Trust communities, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

6.2 Promote and support the Trust's policies.

6.3 Comply with the Trust's Health and Safety Policy.

Person/Skills Specification	
<u>Essential</u>	<u>Desirable</u>
Numerate and an understanding of basic accounting principles	
Able to work accurately	
Excellent communication skills and able to work with staff, students, and the college's stakeholders	
IT proficient – use of basic Excel and Word	Knowledge of Sage Accounting system
Reliable, honest, and trustworthy	
Able to work under pressure and without supervision on occasions	