

Job Profile

Job Title: Finance Assistant

Reports to: Financial Controller

Location: The office is located on the University's Bognor Regis Campus, but you may be required to spend time in some or all of the Trust's academies.

Function of the post:

As a Finance Assistant, you will work closely with the central finance team to support the financial operations of 'the Trust'.

The post holder will gain practical experience in various financial tasks and contribute to the smooth functioning of the finance department.

Principal Accountabilities:

1. Ensure ongoing provision of administrative and transactional support and contribute to the work of the finance function. This will include but is not limited to purchase ledger, sales ledger, nominal ledger, intercompany ledgers, purchase ordering, and cash book as the role develops.
2. With training the post holder will assist and support the Senior Finance Officer with the provision of information and month end closure process. This includes month end reconciliation reports and preparing basic financial analysis using MS Excel.
3. Maintain backup documents in an agreed filing order on the finance system, and support the maintenance of the fixed assets register.
4. Developing and maintaining professional working relationships with both internal staff and external stakeholders.
5. Support the work of all colleagues in the Finance team as necessary.
6. Participate in relevant projects to support the implementation of the Trust's Financial Strategy, such as changes and updates to the PSF Finance software.
7. On an ad-hoc basis, support the Trust academies with any financial queries and provide cover to the Finance Department.
8. Provide support to the wider team when required, and actively contribute to the wider development and promotion of the Trust through a variety of channels such as Trust Team meetings, network meetings, conferences, and workshops.
9. Commitment to progress through the AAT qualification through the apprenticeship scheme, if not in possession of the AAT Level 2 qualification

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Diversity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the HR Office. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the HR Department.

Health & Safety:

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the Trust's Health and Safety Policies, which are available from the HR Department.

Sustainability and Environment:

The Trust is in support of sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation; staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The majority of Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust uses an umbrella organisation and new members of staff will be advised if they are required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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Knowledge and Qualifications			
GCSE English and Maths to Grade C	✓		Application Form
AAT Level 2 qualified or willing to study towards through the apprenticeship route	✓		Interview Process
Knowledge of the education and the public sector context		✓	
Skills			
Flexible and resilient, with the ability to maintain effectiveness whilst working in a fast-paced environment, adapting to changing needs of a complex workload with multiple deadlines and targets	✓		Interview Process
Excellent numeracy and literacy skills	✓		
Good communication skills, with an ability to build a rapport with a variety of internal staff and external stakeholders. Ability to work as part of a cohesive team.	✓		
Organisational, planning and time management skills in order to meet deadlines to meet both workplace and study requirements	✓		
Experience			
Previous administrative experience and knowledge of office systems and computer literacy, ideally gained in a finance environment.	✓		Application Form
Experience of effectively working within a team environment	✓		Interview Process
Knowledge of basic accounting principles		✓	
Working experience of an educational environment, ideally in a school or Multi Academy Trust.		✓	
Personal Attributes			
Enthusiasm for finance and a desire to pursue a career in the field. Solutions focused and understands confidentiality.	✓		Interview Process
Ability to work effectively both independently and as part of a team	✓		
Accurate, methodical with a strong attention to detail and well organised to enable the maintenance of administrative systems, procedures and records	✓		
Flexible and resilient, with the ability to maintain effectiveness whilst working in a fast-paced environment, adapting to changing needs of a complex workload with multiple deadlines and targets	✓		
Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people	✓		