

<b>Post title</b>	Finance Assistant
<b>School/Organisation</b>	Avanti Services Limited
<b>Location</b>	Leicester
<b>Grade</b>	Grade 3 – 4 £18,480 – £21,513 per annum (0.88 FTE + 1 FTE)
<b>Hours</b>	Part time, term time and full time, all year round (37.5 hours per week) roles available
<b>Contract Type</b>	Permanent
<b>Reports to</b>	Head of Finance
<b>Preferred Start Date</b>	As soon as possible

## MAIN PURPOSES OF THE JOB

- Support financial administration across the Trust.
- Input of standing information to finance system (suppliers, debtors) in accordance with procedures
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales
- Manage weekly BACS run in accordance with the Bank mandate

## RESPONSIBILITIES OF THE JOB

- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Raising of Sales Invoices from appropriate documentation
- Printing of Sales Invoices, checking for accuracy, and distributing to debtors
- Implementation of debt collection procedures, including referral to a debt collection agency if appropriate
- Processing of all Academy income (cheques and cash), and banking of same.
- Maintaining a detailed record of non-invoiced income relating to trips etc.
- Carry out the necessary arrangements with regard to lettings and other events regarding invoicing and collection of payments
- Processing and reconciliation of petty cash
- Recording of credit card transactions, assistance to staff using the credit card, reconciliation of statement

- Calculation of internal recharging to departments (e.g. reprographics and hospitality) and processing of subsequent journals
- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- To provide financial information reports from the finance system for budget holders and give advice as requested
- Organise and maintain Contracts and Service Level Agreements (SLA) file updating information.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people
- To deliver and undertake training and professional development as appropriate.
- To actively engage in the appraisal and professional development process
- To undertake such other duties as may be required which are commensurate with the job and grade.

## Person Specification

Criteria		Requirement		Evidence <i>A = App Form, I = Interview, R = References</i>
		Essential	Desirable	
1.	Good standard of education, preferably to level 3 together with good numeracy and literacy skills	X		A
2.	GCSE maths/English or equivalent	X		A
3.	Hold or be studying for a finance related qualification		X	A
4.	IT related qualifications		X	A
5.	Studied A level's or equivalent		X	A
6.	Minimum 2 years' experience in a finance/busy administration department	X		A/I/R
7.	Experience working in a school environment		X	A/I
8.	Working knowledge of computerised finance systems and financial controls	X		A/I/R
9.	Working knowledge, and competent, in Excel and Word	X		A/I
10.	Ability to communicate effectively both orally and in writing across a wide range of audiences	X		A/I
11.	High standard of accuracy and presentation	X		A/I

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<b>Criteria</b>		<b>Requirement</b>		<b>Evidence</b> <i>A = App Form, I = Interview, R = References</i>
		<i>Essential</i>	<i>Desirable</i>	
12.	Pays attention to detail	X		A/I
13.	The ability to work with initiative and to tight deadlines	X		A/I/R
14.	Show resilience under pressure	X		A/I
15.	Has good organisational skills	X		A/I
16.	Is discreet and respects confidentiality	X		A/I
17.	Committed to safeguarding and promoting the welfare of children and young people	X		A/I/R
18.	A commitment to working as part of the whole academy team and supporting the vision and ethos of the academy.	X		A/I/R
19.	Be willing to undertake further professional development	X		A/I
20.	Experienced in prioritising varied and conflicting work demands and able to work under pressure	X		A/I
21.	Approachable and confident in dealing with a wide variety of people	X		A/I
22.	A genuine ambition and interest in improving the life choices for our young people and the wider community		X	A/I

## **FURTHER INFORMATION**

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.