



Diocese of Chelmsford Vine Schools Trust

## Job Description

<b>Job Title</b>	Academy Finance Assistant
<b>Grade</b>	Band 3 (to mid-point)
<b>Reports to</b>	Academy Business Manager
<b>Liaison with</b>	Vine Processing Team, Vine Central Team, Head teacher & SLT, Governing Body, Teachers, support staff, creditors, students, parents.
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>○ To assist the Academy Business Manager to accurately maintain the Academy's financial records and produce financial information for key stakeholders as required.</li> <li>○ To provide operational support to the Academy Business Manager in the areas of Health &amp; Safety, Premises and Human Resources.</li> <li>○ To oversee all processes in relation to routine financial transactions within the school including but not exclusively relating to lettings, dinner money, trips and clubs.</li> <li>○ To ensure that all procedures relating to routine transactions are carried out in accordance with the Trust financial regulations, the Academies Financial Handbook, good practice and relevant statutory legislation. All members of support staff are involved in Performance Management and Pay Review.</li> </ul>
<b>Duties</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>○ To support the Academy Business Manager on matters relating to finance, estates and Health and Safety.</li> <li>○ To attend Finance, Local Governing Body/Local Board meetings in the absence of the Academy Business Manager and/or as required.</li> <li>○ To support internal/external audit.</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>○ Assist the Academy Business Manager to ensure that the financial transactions in the academy are carried out in an appropriate manner following the Financial Regulations of the Vine Trust.</li> <li>○ Support the Academy Business Manager with the monitoring of the Academy Financial performance and produce relevant information as required.</li> <li>○ To process Academy order requests ensuring that they are correctly coded prior to submission to the Central Processing Team.</li> <li>○ To assist in the receipt of delivery of goods, received into the Academies, ensuring the Trust Financial Regulations are adhered to and relevant documentation forwarded to the Central Processing Team.</li> <li>○ To negotiate and monitor annual orders and non-directed service contracts.</li> <li>○ To process and record sales invoices and other local income onto the Financial Accounting System.</li> <li>○ To support the Central Processing Team to deal with creditors queries and statements, either by telephone, letter or electronically.</li> <li>○ To assist with the monitoring of local budgets on the Financial Accounting System.</li> <li>○ To distribute relevant reports on a regular basis to budget holders and assist them with regard to the monitoring of their budget and expenditure.</li> <li>○ To co-ordinate the collection of all local income, including trips, clubs and lettings, from departments and pupils using financial applications and other systems.</li> <li>○ To record all income for banking and reconciliation to primary records.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Filing all relevant documentation.</li> <li>○ To oversee catering income and ensure that it is recorded on the Financial Accounting System(s).</li> <li>○ To process debtors invoices for late payments.</li> <li>○ To assist the Academy Business Manager where required with any queries relating to errors/discrepancies and other financial matters.</li> <li>○ Delegated responsibilities may be agreed locally the Academy Business Manager, in all instances a documentary record will be kept.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>○ To assist the Academy Business Manager to co-ordinate, monitor and maintain records in relation to Health and Safety.</li> <li>○ Provide general support and assistance and undertake training as required.</li> <li>○ To liaise with staff as requested.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>○ Have delegated responsibility for the management of premises as required by the Academy Business Manager.</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>○ To assist the Academy Business Manager and in their absence, deal with all administration with regard to the processing of contractual and other staff data.</li> <li>○ Assist the Academy Business Manager and Academy HR Assistant(s) with recruitment process for new employees.</li> </ul> <p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>○ Undertake the daily routine and process associated with maintaining a record of all incoming mail and ensure that the Academy Business Manager is updated.</li> <li>○ Assist with photocopying and reproduction facilities.</li> <li>○ Secretarial assistance to the Academy Business Manager.</li> <li>○ Telephone reception of incoming calls to the Academy Finance Office including taking messages.</li> <li>○ Filing and maintaining of office records and responsible for archiving.</li> <li>○ Such other duties of an administrative nature as may be required by the Academy Business Manager.</li> <li>○ Any reasonable request made by the Academy Business Manager.</li> <li>○ Health and physical capacity for the post.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>● The Vine Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>● The duties above are neither exclusive nor exhaustive and the post holder may be required by the Academy Business Manager to carry out appropriate duties within the context of the job, skills and grade.</li> <li>● All staff have a responsibility for the safeguarding and promotion of well-being of all pupils.</li> </ul>



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## Job Specification

<b>Person Specification</b>	<b>Detail</b>	<b>Examples</b>
<b>Academy Finance Assistant</b>		
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Demonstrate relevant experience in financial management and accounting Educated to NVQ level 3 or equivalent level financial qualification
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in the use of word processing and wide range of financial and administrative IT packages
<b>Communication</b>	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	Health & Well being	Understand the importance of physical and emotional wellbeing
	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Highly Professional Individual Ability to establish rapport and respectful and trusting relationships with staff and pupils where appropriate
	Team work	Ability to make a distinctive contribution to the work of a team
<b>Working with others</b>	Information	Contribute to the development and implementation of effective systems to share and safeguard information
	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
<b>Responsibilities</b>	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
<b>General</b>	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve