



**Inspire Education Trust**

Together we achieve, individually we grow

## **Job Description**

<b>Job Title:</b>	Finance Assistant
<b>Employment Status:</b>	Temporary 4-month post
<b>Working hours:</b>	37 hours per week
<b>Working weeks:</b>	All year round
<b>Responsible to:</b>	Finance and Compliance Manager

### **Job Purpose:**

Working as part of the Central Finance Team, the post holder will provide an outstanding service to all stakeholders, by delivering a professional, compliant, customer focused, financially efficient service to support the education of children across our academies which aids the raising of standards whilst delivering value for money.

### **Main Duties and Responsibilities**

Specific responsibilities include but not limited to:

- Upholding, promoting and modelling the vision and values
- Financial compliance with the Funding Agreements, SORP, Academy Trust Handbook, Academies Accounts Direction and all relevant Companies and Charities legislation
- Responsible for the administration of operational financial processes and procedures

### **Principal Accountabilities**

- To provide an efficient, knowledgeable and effective support service to the Trust with a particular emphasis around operational and transactional finance
- At all times champion the values of the Trust and be an ambassador and advocate of its vision
- Carry out any other duties as reasonably required to contribute to the smooth running of the Inspire Education Multi Academy Trust
- To promote best practice and ensuring compliance with the financial processes and procedures as set out in the policies of the Multi Academy Trust and Academies Financial Handbook are followed and adhered to
- Take appropriate steps to protect the Trust from risk
- Promote and support the delivery of a culture of excellent team-working where all staff are respectful, supportive and work collectively towards their goals
- Processing of invoices for payment within agreed regulations as part of a robust procurement arrangement
- To undertake a credit control function thus ensuring that the payment of outstanding sums is received as swiftly as possible.
- Deliver a high standard of financial probity by ensuring internal controls are adhered to

## Finance

- As directed by the Finance and Compliance Manager, support the maintenance of financial and management accounting systems and records for the Trust, reporting any anomalies and concerns
- As directed by the Finance and Compliance Manager, implement and maintain financial processes and record keeping including but not limited to Trust procurement and sales activities, banking routines
- Management of the Trust Finance email inbox, responding as appropriate in a timely and professional manner
- Key account reconciliations
- As directed by the Finance and Compliance Manager, support the delivery of timely month end procedures and key account reconciliations
- As directed by the Finance and Compliance Manager, support the delivery of audit services – external and internal

## Other Duties

- Produce confidential reports and information as required
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- A commitment to continuous professional development.
- Operate as directed within any setting across and beyond the Trust, mindful of the post-holder's work-life balance.
- Undertake such other duties and responsibilities as may be reasonably requested

## Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

## Other

- Carries out any other duties as directed by the finance and compliance manager that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



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<b>PERSON SPECIFICATION – Finance Assistant Inspire Education Trust</b>		<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Good standard of education - minimum 5 GCSEs including Maths and English	✓	
	Accounting/Book keeping qualification		✓
<b>Experience</b>	Substantial experience of working in a financial administration role	✓	
	Experience of establishing and maintaining effective cross functional working relationships	✓	
	Experience of academy/school financial processes		✓
	Experience of working in a school/academy or other educational establishment		✓
<b>Skills and Knowledge</b>	Computerised finance systems	✓	
	Working knowledge of MS office suite eg Excel	✓	
	Accounts Payable	✓	
	Accounts Receivable	✓	
	Ledger account reconciliations	✓	
	Knowledge of Charities SORP		✓
	Knowledge of PAYE and VAT regulations		✓
	Knowledge of Academy financial rules and regulations		✓
	Excellent communication skills	✓	
	Team building	✓	
	Customer focussed	✓	
	Ability to work accurately with meticulous attention to detail	✓	
	Competent and confident in using Microsoft Office	✓	
	Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines	✓	
	Ability to interrogate school/academy finance data		✓
	Receptive to new ideas and able to generate them		✓
	Knowledge of using educational finance packages		✓
	Motivation to work with children & young people / in an educational setting	✓	



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<b>Personal Qualities</b>	Excellent numerical and verbal skills, understanding and application	✓	
	Proactive in keeping professional knowledge up to date and have a commitment to personal and professional development	✓	
	Must be proactive not reactive	✓	
	Driving licence and use of own car	✓	
	Ability to cope resiliently with the responsibilities and demands of the post	✓	
	Commitment to and belief in equality of opportunity for all	✓	
	Ability to work as a supportive member of a team, acting flexibly to support colleagues at pressure points.	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



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CORE COMPETENCIES
Clear understanding and commitment to safeguard and protect children
Adopts an inclusive approach respecting diversity in all forms
Conscientiously adheres to school / trust policies and procedures and works ethically
Works in a way, which abides to the trust values
Embraces the vision "Together we achieve, individually we grow" and devotedly helps all students achieve this