

JOB DESCRIPTION

School:	Springwood High School part of West Norfolk Academies Trust
Job Title:	Finance Assistant
Grade:	Scale C, Pt 3-4, £9.62-£9.81/hour (£18,562-£18,933/year FTE based on a 37 hour week – please note that the salary will be pro rata)
Hours/weeks:	37 hours/week, 41 weeks/year (Term time +3 weeks)
Responsible to:	Finance Manager Headteacher SLT
Working With:	Trust Finance Manager Budget Holders Reception Office Finance Team

How to Apply

This role is open to internal applicants only. To apply, please complete a letter of application which demonstrates your suitability for the role. Please e-mail your letter of application to: recruitment@westnorfolkacademiestrust.co.uk

Please also provide details of two references, to accompany your letter of application. One of these references should be your current Headteacher.

Closing Date: Monday 20th September 2021

Purpose of the Job

This is an administrative role and training will be given in all of the areas listed below. The aim of the position is to provide support to the Finance Team while developing the knowledge and skills of the successful Applicant.

Responsibilities

- Provide a Finance role with professionalism and accuracy.
- Raise orders for goods, supplies and services ensuring that they have been properly authorised and approved.
- Process supplier/customer invoices.
- Processing BACS payments and raising cheques for approved payments ensuring all payments are correctly authorised and approved.
- Demonstrate excellent organisational skills and proficiency in the use of Microsoft Word and Excel as required.
- Organising and maintaining an orderly filing system.
- To receive and deal efficiently with Supplier and parental financial enquiries.

- Answer and transfer calls to colleagues, take messages where appropriate.
- Liaise professionally and effectively with parents/ staff/ external agencies for a variety of reasons and via a variety of media e.g. telephone, email, letter.
- Assist with the receipt of supplies and deliveries, ensuring these are directed to the correct departments.
- To undertake photocopying, filing, scanning and e-mailing.
- To type letters and general correspondence.
- Ensure that confidentiality is observed at all times and abide by the data protection act.
- Ensure the safe disposal of confidential waste.
- Prioritise workload to ensure the completion of work to specific deadlines.
- Work flexibly to provide administrative support to other Finance colleagues as required.
- Carry out duties in line with the School's policy on Equality and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Promote and safeguard the welfare of children, young and vulnerable people.
- Carry out all ad-hoc duties as reasonably requested by the Trust Finance Manager, Head Teacher, SLT from time-to-time.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The 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. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Int
Level 2 Maths	✓		
NVQ (or equivalent) in relevant discipline		✓	
First Aid Qualification		✓	
A willingness to successfully complete First Aid Training		✓	

Experience	Essential	Desirable	How assessed
Experience of working with young people		✓	Appl/Int/Ref
Good understanding of, and ability to use, relevant technology e.g. photocopier, telephone switchboard	✓		

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Good keyboard and ICT skills	✓		Appl/Int
Excellent telephone manner	✓		
Ability to relate well to students, parents/carers/guardians and other adults		✓	
Ability to work constructively as part of a team	✓		
Understanding of school roles and responsibilities		✓	
Ability to liaise professionally with external stakeholders	✓		
Willingness to participate in development and training opportunities	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Positive attitude to work	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference