FINANCE ASSISTANT

JOB DESCRIPTION

Salary: Grade 3 (£20,344 - £26,317)

Hours: 36.5 hours/week, full-time, permanent

Location: St. Paul’s Catholic Primary School & agile working across the Lumen Christi Catholic Multi Academy Company

Reporting to: Senior Finance Officer

1.0 JOB PURPOSE:

1.1 To assist in the provision of a quality financial service to Lumen Christi schools

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Assist the Senior Finance Officer in the delivery of financial services to schools within the Academy

2.3 To be an effective team player

2.6 Carry out all administrative functions of the post in accordance with Lumen Christi policy and the Academies Financial Handbook

2.7 Use data management systems to input data and manage data management systems as required.

2.9 Work within parameters of financial procedure regulations

2.10 Ensure audit trail exists for all aspects of work.

2.11 Management of petty cash system

2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of Lumen Christi Head Office.

2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she comes into contact with.

2.14 To ensure all tasks are carried out with due regard for Health and Safety

2.15 To undertake appropriate professional development including adhering to the principle of performance management

2.16 To adhere to the ethos and values of Lumen Christi; compassion, integrity and service to others

2.16.1 To promote the vision and aims of Lumen Christi

2.16.2 To set an example of personal integrity and professionalism

2.16.3 Attendance at appropriate staff meetings

2.17 Any other duties commensurate within the grade in order to ensure the smooth running of the Academy.
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PERSON SPECIFICATION

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Method of Assessment (M.O.A.)
A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>EXPERIENCE (Relevant work and other experience)</td>
<td>Experience in budgeting and budgetary control at an appropriate level</td>
<td>AF/I</td>
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<td>Experience in a School environment</td>
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<td>SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)</td>
<td>Competent in the use of Spreadsheets and Word Processing Packages</td>
<td>AF/I</td>
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<td>Ability to communicate at all levels both orally and in writing</td>
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<td>Ability to present information clearly in a group situation</td>
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<td>TRAINING</td>
<td>Computer Courses for PC applications</td>
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<td>EDUCATION/QUALIFICATIONS</td>
<td>Suitable standard of education particularly in numeracy and literacy</td>
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<td>OTHER</td>
<td>Must be willing to work in a developing and pressured environment in order to meet the needs of the school</td>
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<td>Able and confident to work on own initiative whilst still being part of a team</td>
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