



JOB DESCRIPTION

Hamstead Hall Academy Trust

Name:

Job Title: Finance Assistant

Grade: GR2 (Full-Time). All year round.

Start Date:

1.0 **JOB PURPOSE:**

- 1.1** To support the general administration of the Academy Trust (Currently Hamstead Hall Academy & Grestone Academy) with particular responsibility for certain finance and administration functions

2.0 **DUTIES AND RESPONSIBILITIES:**

- 2.1** To implement the agreed vision and aims of the Academy Trust
- 2.2** To set an example of personal integrity and professionalism
- 2.3** To be an effective team player
- 2.4** To follow all agreed academy trust policies and procedures
- 2.5** To work with budget holders across the Academy Trust to ensure compliance in the raising of purchase orders.
- 2.6** To process supplier invoices, ensuring they are correctly authorised and matched against purchase orders.
- 2.7** To resolving supplier queries and act as point of contact for suppliers.
- 2.8** To reconcile major supplier statements monthly.
- 2.9** To deal with finance and general office queries as required.
- 2.10** To support the Office Manager with filing, photocopying, scanning, post and Reception duties when required.
- 2.11** Work within the parameters of the financial procedures and regulations.
To count and prepare the banking of cash and maintenance of appropriate financial records in relation to income received.
- 2.12** Record and reconcile receipts from Parentpay.
- 2.13** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14** To ensure all tasks are carried out with due regard to 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 of the academy trust
 - 2.16.1** To promote the agreed vision and aims of the academy trust
 - 2.16.2** To set an example of personal integrity and professionalism
- 2.17** Any other duties as commensurate within the grade in order to ensure the smooth running of the academy

3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer's Job Title: Academy Trust Finance Bursar

3.2 LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

- 5.1** To be familiar with, and strictly observe, the requirements of Hamstead Hall's safeguarding policies including Child Protection and Health and Safety
- 5.2** To be familiar with and adhere to the Academy Trusts Staff Code of Conduct
- 5.3** To be responsible for promoting and safeguarding the welfare of children for whom you are responsible for or comes into contact with
- 5.4** Full-time working hours with no banked hours

6.0 LINE MANAGER:

The Post Holder will be responsible to the Academy Trust Finance Bursar.

REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Head of School or the post holder after consultation.

Signed: _____ (Post Holder)

Signed: _____ (Executive Principal)

Date: _____

Hamstead Hall Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

TRAINING	<ul style="list-style-type: none"> • Willing to undertake job related training 	AF/I
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Good attendance/punctuality record • Professional appearance. 	AF/I
CONTRA INDICATIONS	<ul style="list-style-type: none"> • Criminal convictions involving offences against children. 	AF

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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January 2021