

Post title	Finance Support Assistant Bader Academy
Salary and grade:	Nexus Spinal Points 6 - 11 £20,092 - £22,183 FTE (£10,278 to £11,348 prorata)
Contract Type:	21 hours per week; working pattern to be negotiated. Permanent, Term Time + 2 weeks
Line manager/s:	Office Manager and Senior Leadership Team Bader Academy
Closing Date	23 rd September 2022
Interview Date(s)	28 th September 2022

Main purpose of the job:

Here at Nexus Multi Academy Trust, the vision is that we are constantly "learning together, to be the best we can be". This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

In order to support this, we are seeking to appoint a Finance Support Assistant who will proactively assist the Officer Manager with financial reporting, administration and submission of financial returns.

Key duties and responsibilities

Administrative Duties

- To represent the school effectively and provide excellent customer service in relation to requests or advise for parents and carers, colleagues, outside agencies and members of the general public
- To act as front of house staff and provide a professional service to all school users

Finance

- Assist school staff in sourcing suitable products using 'best value' principles
- Raise and send purchase orders using the school's accounting system 'HCSS'
- Purchase goods and services using the school's purchasing card and entering the appropriate commitment on the school's accounting system
- Validate and process invoices ready for payment
- Raise sales invoices and reconciling income
- Communicate with suppliers
- Reconcile the purchase card statements monthly
- Reconcile petty cash receipts
- Monitor the cashflow of the school's bank account
- Set up direct debit schedules as appropriate
- Input and reconcile parent payments along with weekly dinner figures

School Fund

- Manage the income and expenditure of the School's Fund Account
- Manage the administration and payments for all school trips, producing profit/loss statements as required
- Reconcile the School Fund Account

Debts / credits

- Chase any outstanding debts / credits due to school
- Raise invoices as required for lettings / pupil funding as directed by the Headteacher / Office Manager

Online payment methods

- To maintain this service which includes:-
 - a) Setting up of parents / staff
 - b) Ensure costings and charges are correct and updated.
 - c) Ensure that all items are on here and debts are chased regularly and in line with the debt recovery procedure

Petty Cash

- To process petty cash requests in a timely manner and in line with financial guidelines
- To bank monies and top up the cash as necessary
- Reclaim the money and process through the finance system

Working to developing self and working with others

- To behave with all staff in a manner which creates and maintains a positive culture
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- To regularly review own practice, set personal targets and takes responsibility for own personal development

General Admin Support

- Distribute letters and information as required.
- Send any correspondence as instructed.
- Cover the reception and be the first point of access for callers and visitors in the Receptionist's absence.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post

- Ensure regular finance reports are sent to budget holders of their current budget spending and amounts left
- Assist all staff with sourcing items required from reputable and authorised companies.
- Assist and provide guidance and support to all staff to follow financial regulations and procedures when requesting money or purchasing items

Other Duties

- Other such reasonable duties as determined and delegated by the Headteacher, Senior Leadership Team or Nexus MAT CEO consistent with the grade of the post and the experience of the Post holder
- To have professional regard for the ethos, policies and practices of the school in which you support, and maintain high standards in your own attendance and punctuality

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications	GCSE English and Maths	•	
Experience	Experience of working in finance admin role	•	
	Experience in an educational environment		•
Thinking Ability	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making	•	
	Can demonstrate sound judgement to undertake complex tasks in a systematic way	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success	•	
Personal Effectiveness	High ethical standards and influencing skills with the ability to engage effectively with all staff across the school	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results	•	
	Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure	•	
Interpersonal Relationships	Demonstrates a variety of people skills	•	
	Ability to establish positive and productive working relationships with school leaders	•	
	Effectively engage and communicate with others	•	
	Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes	•	
	Goes out of the way to establish and maintain relationships at all levels to achieve educational and business objectives.	•	
	Able to remain approachable and professional at all times.	•	
General	Able to work flexibly to meet the needs of the Academy	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	Applicant must hold a valid UK Driving licence and have the ability to use own vehicle for work purposes		•
	Applicants must undergo an Enhanced DBS check	•	
	Demonstrate a firm commitment and apply knowledge of the principles of the Data Protection Act 2018/GDPR	•	