



JOB DESCRIPTION

POST: HET FINANCE ASSISTANT

DATE: NOVEMBER 2023

REPORTING TO: HET FINANCE & PLANNING MANAGER

LOCATION: Altrincham Grammar School for Boys

DISCLOSURE LEVEL: ENHANCED DBS

Primary purpose of the role

To ensure the smooth running of day-to-day aspects of financial processing of the school. The Finance Assistant works in close liaison with the Trust Accountant and Finance & Planning Manager, as required, who are responsible for overseeing all aspects of the role.

The role will require:

- Strong system skills with the confidence to pick up new accountancy systems
- Excellent organisation skills with the ability to prioritise competing tasks
- Good team working skills, including flexibility and adaptability
- A high degree of accuracy and attention to detail
- Ability to work to deadlines

KEY RESPONSIBILITIES	
Accounting	<p><i>A number of the following tasks may involve liaison with the Trust Accountant</i></p> <ul style="list-style-type: none">• <i>Purchase ledger maintenance including<ul style="list-style-type: none">○ Opening new PO's as per Orders received○ Closing PO's for orders completed</i>• <i>Liaising with suppliers in respect of orders placed</i>• <i>Sales invoicing</i>• <i>Credit control</i>• <i>Process internal transfers for photocopying charges across the school</i>• <i>Retain supplier statements and check periodically against financial software</i>
Credit Card	<ul style="list-style-type: none">• Process School credit card transactions, following procedural guidelines, reconcile and seek approval monthly for all transactions via F&P Manager

Audit	<ul style="list-style-type: none"> • Assistance in internal and year-end statutory accounts preparation as required by the F&P Manager
Banking	<ul style="list-style-type: none"> • Making all payments in line with the Governors' list of approval thresholds • Movement of funds between bank accounts
Purchases and services	<ul style="list-style-type: none"> • Monitoring of day-to-day purchases, in line with thresholds and approvals set by the Governors' Finance Committee, with ongoing analysis • Ensuring orders and invoices are entered in the system in a timely fashion • Ensuring suppliers are paid promptly on the due date • Supporting budget holders with queries and disputes
Receipts	<ul style="list-style-type: none"> • Remittances received to be sent to Trust Accountant to enable bank reconciliation
Invoicing	<ul style="list-style-type: none"> • Ensure the accurate and timely production of invoices as advised by Trust Accountant • Ensure Aged debt is reported to Trust Accountant
Reporting	<ul style="list-style-type: none"> • Producing and distributing half termly budget holder reports • Maintaining and updating annual contract log, retaining electronic copies of contracts/Service Level Agreements • Assistance in ad hoc reporting tasks • Produce half termly reports around financial commitments (outstanding orders) for F&P Manager • Maintain log of Direct Debits and update as required
Administration	<ul style="list-style-type: none"> • Maintain, update, and file all paperwork electronically, within Office 365 • Liaison with school's PFA, updating summary of support and donations received

Please note: *Note: A number of the tasks above may involve liaison with the Finance & Planning Manager rather than leading.*

This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

PERSON SPECIFICATION – HET FINANCE ASSISTANT

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Working knowledge Microsoft; Excel & Word Working knowledge of financial systems 	<ul style="list-style-type: none"> PSF, Arbor, Excel databases, school financial software
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Understanding of and commitment to equal opportunities ensuring compliance with all relevant legislation Experience of monitoring and updating excel spreadsheets Experience of working as part of a successful team Experience of accurate record keeping Ability to build effective working relationships with a wide range of stakeholders i.e., Headmasters, Senior Managers, Colleagues, external agencies Excellent attention to detail and a high degree of accuracy in working with large volumes of data Ability to work well under pressure 	<ul style="list-style-type: none"> Prior experience of working within a school's environment Experience of working to deadlines and following a monthly processing cycle Using paperless systems
Personal Qualities	<ul style="list-style-type: none"> Strong communication skills Evidence of good organisation skills, ability to multi-task, prioritise effectively and work to deadlines Willingness to work across the HET as required Commitment to acting with confidentiality, discretion, integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the schools Commitment to providing a responsive and supportive service Commitment to constantly seek improvements to processes and systems Ability to work flexibly under pressure and prioritise effectively Commitment and understanding of safeguarding Commitment and understanding of equality and diversity 	
	<ul style="list-style-type: none"> Enhanced DBS check required 	