



Finance Assistant  
Level 3, Grade 4  
Job Description & Person  
Specification

## **Job Description for Finance Assistant**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 4 (SCP 5-6)  
£19,650 - £20,044 per annum, All Year Round, 37 Hours per week

**Line Manager:** Accountant

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To Assist with a variety of day-to-day financial activities of Emmaus Catholic Multi Academy Company ("MAC") central finance function as well as supporting the wider education staff. Supporting with the administration of income and expenditure for school's accounts.

Staff undertaking a level 3 role will need to have specific skills and experience and may carry out day to day responsibility for regular administrative tasks, overseen by Supervisor. The basic entry requirement recommended for this role is NVQ 3. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

This contract will be required to work 37 hours per week 9am-5pm, 5 days per week, All Year Round.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Process orders and upon authorisation ensure orders are delivered within the expected timescale.
- Administer income that's generated by school events.
- Reconcile payments from online payment system.
- Invoice for lettings and record income on finance system.
- Finance support for school trips, including reconciling payments and supporting school with bookings.
- Administering the set up and management of Parent Pay / Online Cash Systems accounts and main point of contact for parent / carer queries.
- Prepare correspondence, collect fees and chase non-payments for lettings and school events.
- Maintain more complex data, identifying and obtaining missing information where necessary.
- Payment of invoices, including liaising with teachers and suppliers over queries.
- Process income and payments entering all monies into the appropriate financial system.
- Help to provide finance cover within the job role.
- Assist with the central functions audit logs including files and finance management system.

- Process weekly bank statements and record transitions to excel resolving any queries which arise from this.
- Process weekly BACs and Cheques payment runs.
- Checking VAT transactions.
- Collate monthly payroll information and submit to the relevant third-party organisations.
- Raise sales invoices as instructed and ensure payment is received.
- Distribute monthly credit card statement to users and collate evidence for audit purposes.
- Respond to routine enquiries (face to face, telephone, in writing) on behalf of the team/managers as appropriate.
- To ensure accuracy of all financial data on the finance management system.
- Assist with preparation for year end processes and procedures.
- Provide day to day advice on routine matters and give advice in the practical use of financial systems.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- To undertake in training as and when identified by the senior leadership team.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the MAC and pay due regard to the Catholic nature of the MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the MAC. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to

safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Finance Assistant**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
G.C.S.E's 4 and above in Maths & English	✓	
Level 3 AAT or equivalent qualification in professional studies		✓
Able to understand and apply regulations such as included in the Academies Trust Handbook and other financial regulations.	✓	
Willingness to undertake training as and when required.	✓	
<b>Knowledge and Experience</b>		
Experience of a purchase order/invoice and accounts payable/receivable process		✓
Knowledge of accounting and bookkeeping	✓	
Experience of using PS Financial system is desirable or equivalent package		✓
Experience of working in schools		✓
Good keyboard skills and ability to use relevant technology and ICT/Finance packages	✓	
General office accounting experience	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level	✓	
Works effectively with a broad range of stakeholders and partners	✓	
Inspire confidence among Principals and Senior Colleagues	✓	
Able to manage conflicting priorities, both individually and as part of a team, to achieve challenging objectives.	✓	
A keen eye for attention for detail	✓	

To adhere to equal opportunities, health and safety, safeguarding and other school policies	✓	
Committed to safeguarding and welfare of all pupils	✓	
<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
Observant to detail – notices what needs to be done and is confident to just get on with it.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Honesty	✓	
Demonstrates integrity	✓	
Able to use own initiative and problem solve	✓	
Confidentiality	✓	
Ability to work in a team, to cooperate and be flexible	✓	

