

Job Description Teachers and Support Staff

Role:	Cluster Finance Assistant
School:	Beckfoot Nessfield, Beckfoot Oakbank & Beckfoot Phoenix
Salary/Grade:	Band 6 (SCP 6 -11)
Reporting to:	Cluster Finance Officer

Core Purpose of the Post:

To assist in the provision of high quality professional, flexible, proficient and constructive financial support to Keighley Cluster.

Responsible to the Cluster Finance Officer from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Cluster Finance Officer they would be expected to liaise with Senior staff to ensure continuation of essential services.

To provide prompt and effective information, advice and access to services provided by the School to parents/carers, governors, community groups, members of the public and other agencies, dealing with requests for help and intervention, seeking guidance from and working in conjunction with senior/qualified professional staff on more complex requests. Undertaking and promoting the School to public and external agencies.

This is a school based role that will involve contact with children.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Main Duties and responsibilities:

Organisation

- Frequently dealing with routine and occasional less routine enquires. Given the changing needs of the school, workloads can vary to involve less routine tasks and the post holder will be expected to undertake these with minimum supervision as they arise, liaising with senior members of staff to verify/seek authorisation for action.
- To support/assist in the supervision of students on work experience, trainees and voluntary helpers.

Finance

Provide a high level of finance support to the school including:

- Reconciliation of cash and associated banking
- Processing sales invoices and receipts
- Administration duties associated with the finance office including the administration of our payment platform and cashless catering systems
- Chasing outstanding debtors
- Assist the Finance Officer as required with the preparation of monthly management accounts
- Assist the Finance Officer with the required documentation and returns at end of the financial year
- Process petty cash transactions
- Process purchase orders, purchase invoices, journals ensuring accuracy of nominal and cost centre allocations
- Preparation of payment runs for authorisation
- Advise budget holders on competitively priced goods and services and approved suppliers
- Deal with budget holder requests and queries including goods to be returned
- Process card payments and reconciliations of card statements
- Filing
- Assist in managing school contracts and assets via the asset management system
- Provide occasional cover support for other colleagues operating in financial and administrative functions
- Basic reception duties if required

- Produce data/information/reports as required

Operate within the guidelines of the trust's financial procedures and policies and advise the financial accountant if these guidelines need updating to reflect current practice.

Create and maintain manual/electronic filing and information systems, including those of outside agencies e.g. DfE

Complex data inputting of manual and computerised record/information systems

Undertake typing and word-processing and complex IT based tasks

Undertake routine administration

Supervision and range of decision making:

- Will work under supervision and on occasion under own initiative, working to the priorities set by the Finance Officer
- To contribute to the overall ethos/work/aims of the trust.
- Day to day decisions regarding the organisation of the working area/workload and school priorities.

Communications and working with others:

- Internal at all levels, Parents / Carers, External Agencies and other professionals.

Resources:

- Operate relevant equipment/complex ICT packages
- Support the finance team on budget matters relating to the school
- Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing and distributing as required
- Responsible for the collation and recording of routine financial administration
- Provide advice and guidance to staff, pupils and others
- Undertake financial administration procedures

Professional development:

- Engage fully with the school's appraisal / performance management system
- To actively participate in continuous professional development

Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff files.
- You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out any lifting tasks required of you.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Report all concerns to an appropriate person.
- Must be legally entitled to work in the UK.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Intermediate Fluency Duty required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.
Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date:	August 2022
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Person Specification
Teachers and Support Staff

Role:	Cluster Finance Assistant	
	Essential Requirements	How Identified
Qualifications	GCSE English and Mathematics at grade C or above, (or equivalent) A Level or NVQ level 3 or equivalent work experience in Business, Purchasing and/or Finance. AAT qualification, ECDL or equivalent and Excel qualification are desirable	Application
Experience	Previous experience of purchasing and computerised ordering systems Understanding of how a school operates Experience of spreadsheet packages particularly Excel To be Microsoft office competent Working in a role requiring attention to detail Cash handling Working experience within a school or other public sector employer is desirable Experience of using PSFinancials is desirable	Application References Interview
Training	Commitment to own personal and professional development. Evidence of continued professional development Will not require holiday leave during term time	Application Interview
Knowledge, Skills and Ability	Excellent numerical skills. Good oral and written communicator Look smart and professional Logical, analytical, accurate, organised and be able to work under pressure	Application Interview
Personal Circumstances	Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Must be suitable to work with children/young people/vulnerable clients/finance Interest in the school's wider role in the community	Application Interview
Disposition and Attitude	A passion for education and a deeply felt desire to make a difference for young people Be emotionally intelligent Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism Ability to respect confidentiality and manage own time and workload with limited supervision Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels	Application Interview References
Physical	Healthy, Resilient, Energetic Must be able to cope with the requirements of the post Able to use a range of office equipment	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview