



## **Job Profile**

**Job Title:** Finance and Administrative Assistant

**Job No:** TRU0237SJS

**Reports to:** Business Manager

**Location:** Stamshaw Junior and Infant Academies but required to work at any academy where business is conducted that is within reasonable distance.

### **Function of the post:**

Provide a professional service supporting the Business Manager in all financial and HR and Payroll transactional processing, ensuring accuracy and compliance with the Trust policy and procedures and statutory regulations for compliance. The post holder will also undertake general administration duties as required to enable an effective and efficient administration service across both academies.

### **Principal Accountabilities:**

1. Process all invoices, payments and grant receipts, inputting data accurately using the appropriate tools, such as PS Financials and Bankline. This will include producing timely payment runs and reports e.g. aged creditor reports in line with the Trust and Academy's policy and procedures.
2. Manage the cashbook by posting all payments, including direct debits, bank charges and debit card payments to the school's finance system. Process all sales invoices and SEN receipts and maintain an efficient system of credit control as directed by your line manager.
3. Assist the Finance team to undertake all month-end procedures, including bank reconciliations, accruals and prepayments, as directed by your line manager.
4. Work closely with the Business Manager and central Trust Finance Team to provide information required for month-end processing and reporting and year-end processing.
5. Maintain an overview of, and update, the asset register in line with Trust expectations.
6. Book CPD for staff and maintain records including totals against budget.
7. Contribute to the continuous improvement of the finance processes to improve quality and efficiency of provision across the Stamshaw Junior and Infant Academies.

8. As directed by your line manager ensure HR administration is completed in line with Trust policy and procedures, this will include maintaining accurate and current records on the HR system (including SCR and SWC data), supporting recruitment, uploading vacancies to the Trust's website and providing basic support to staff on self-service.
9. Adhering strictly to Trust procedures and reporting timelines, support your line manager in the accurate administration and management of the schools monthly payroll and pension related activity, and in the checking of payroll, working effectively with the Payroll Bureau Service and Central HR. Ensure data is verified and dealt with in line with data protection regulations, maintaining strict confidentiality, and that third party payments are processed, reporting inaccuracies or omissions against the monthly service delivery pack to Central HR.
10. Undertake all safeguarding checks for new staff, governors, volunteers etc., in line with policy and procedures, maintaining the accuracy and currency of the online Single Central Record for the Schools, and compliance with signing-in procedures.
11. Contribute to the wider general administrative provision when required by the Schools, and as directed by your line manager, to ensure the schools receive a consistently high-quality standard of professional services provision and cover across the year.

#### **Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

#### **Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

#### **Right to Work:**

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

#### **Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

#### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

#### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

**Safer Recruitment:**

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs). Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced through</b>
<b>Knowledge and Qualifications</b>	Good general education at GCSE level or equivalent relevant to the duties of the role, with proven capability in numeracy  Demonstrable knowledge of a wide range of financial and administrative practices and procedures  Working knowledge of HR and Payroll administration	Relevant professional qualification (AAT or similar)  Knowledge or PS Financials or similar  Knowledge of Access People	Application Documentary Evidence Interview
<b>Skills</b>	Organisational, planning and time management skills that demonstrate an ability to deliver a professional, efficient and effective service in-line with the duties of the post  Strong literacy, numeracy and ICT skills, including knowledge of MS Excel and financial systems  Strong customer-focused interpersonal and communication skills, with an ability to quickly build positive rapport and respond appropriately to a variety of stakeholders, empathic, sensitive and challenging as the situation requires  Excellent interpersonal and communication skills, both verbal and written	Ability to produce reports for presentation to a variety of audiences	Application Interview References
<b>Experience</b>	Experience of undertaking a wide variety of general financial and HR tasks relevant to the duties of the post  Experience of cash handling and the processes required to ensure financial security  Experience of administering high volume tasks with accuracy and to tight time frames and competing demands	Experience of working within a school setting in a relevant post  Recent working experience of using PS Financials	Application Interview References

<b>Personal attributes</b>	<p>Maintain a good attention to detail and accuracy whilst under pressure and managing conflicting demands</p> <p>Attributes that create a supportive, friendly, helpful and positive environment, empathic and sensitive to the needs of a diverse range of people</p> <p>Pro-active, flexible and enthusiastic team player, able to adapt to changing priorities and the needs of the academy, whilst remaining calm under pressure</p> <p>Able to work pro-actively and flexibly with a highly motivated team of professional individuals</p>		<b>Interview References</b>
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