

Job Description

Post Details	Last Updated: November 2024
Job title	Finance Assistant
Department	Central Finance
Grade	LPT Grade 5
Place of work	Learning Partners Academy Trust central team offices in Guildford
Responsible to	Senior Finance Manager
Responsible for	N/A
Internal communication	Cross-functional Central Team, Central Finance Team, School Business Managers and School Finance Personnel.
External communication	Suppliers, banking providers, auditors

A. Job Purpose Statement

The post holder will provide support to the finance team in the smooth operation of the central Trust Finance Office.

Specifically, the Finance Assistant will be responsible for:

- Completing a range of month-end tasks, including journal processing, balance sheet reconciliations, control / suspense accounts within agreed timelines
- Reconciling Inter School/Trust Transactions
- Producing financial reports
- Finance inbox management
- Accounts payable and receivable tasks
- Undertaking System and Finance Administration duties.
- Supporting the Senior Finance Manager with finance projects.

B. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Month End:

Support the Senior Finance Manager with the timely completion of central team month-end tasks and reporting, ensuring tasks are carried out as defined within the corresponding policies and procedures:

- Undertake month-end tasks for the central team, as per the Trust period-end checklist
- Undertake balance sheet reconciliations investigating all reconciling items

- Process purchasing card transactions and reconciling statements
- Review central suspense accounts and school recharge codes each month, ensuring balances net off on consolidation. Ensure any discrepancies are identified, communicated and resolved in a timely manner
- Undertake monthly checks on school FMR submissions
- Produce monthly budget holder reports for the central team
- Identify opportunities to improve efficiencies and controls, implementing any changes as agreed with the Senior Finance Manager
- Carry out ad-hoc month-end duties as required.
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Statutory Compliance:

To be responsible for implementing the following and ensuring that each task is carried out as defined in the corresponding policies / procedures and in-line with agreed timescales:

- Undertake year end finance tasks, including the production of fixed asset registers and related capitalisation and depreciation postings
- Support in the provision of financial information as required to internal and external auditors.

Finance and System Administration:

- Monitor the finance email inbox and action items received as appropriate.
- Assist the Senior Finance Manager with Banking Administration, including management of online platforms and user access
- Process all gift aid claims on behalf of schools
- Set up SCA project codes on behalf of schools
- Import supplier catalogues into Access (finance system)
- Undertake SharePoint and Teams administration
- Support the Finance Analyst with testing of new procedure documents
- Undertake tasks in relation to finance projects, as required
- Monitor finance email accounts.

Accounts Payable and Receivable:

- Raising purchase orders on behalf of the central team
- Monitoring outstanding purchase orders, following up on outstanding items and clearing items no longer required
- Raising sales invoices to customers and recharge invoices to LPAT schools
- Reconciling Inter School/Trust Transactions
- **General:**
- Work in accordance with the Trusts' agreed policies and timetable, ensuring accurate financial records are maintained
- Ensure that the financial transactions are carried out in an appropriate manner and that the financial regulations of the Trust are observed.

Other:

- Enhance personal capability by undertaking continuous personal development activity and maintain up to date knowledge
- Ensure that confidentiality and security of sensitive information is maintained and complies with the requirements of the Data Protection Act.
- Perform any other duties at the request of the Senior Finance Manager/Head of Finance, commensurate with the level of the position.

Background Information/Relationships

The post holder is accountable to the Senior Finance Manager. They will work with a wide range of individuals, and must develop good working relationships with staff, schools and the Trust, as well as external organisations.

C. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

Ambition for All – we will always strive for excellence – in every school, for every child.

Better Together – we will collaborate and work together in partnership with others to improve outcomes for all.

Learning that Inspires – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

Brave Innovators – We will restlessly pursue creative and innovative ways of enriching the education of all children.

Guided by Integrity – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

D. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO to undertake work of a similar level not specified in this job purpose.

As the trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential/Desirable
Education & qualifications	<ul style="list-style-type: none"> Minimum C/4 grade in GCSE in Maths and English or equivalent 	E
	<ul style="list-style-type: none"> Demonstration of an on-going commitment to own professional development 	E
	<ul style="list-style-type: none"> Studying towards relevant further qualifications in bookkeeping/accountancy 	D
	<ul style="list-style-type: none"> Experience of working in a school finance environment 	D
	<ul style="list-style-type: none"> Relevant experience of working in a finance function 	E
	<ul style="list-style-type: none"> Proven experience of computerised bookkeeping and management information systems 	E
	<ul style="list-style-type: none"> Understanding basic book-keeping (debits / credits) 	E
	<ul style="list-style-type: none"> Experience of using Access Education Financials or similar cloud-based accounting software 	D
	<ul style="list-style-type: none"> Experience of using HSBCnet/Lloyds Commercial Banking 	D
Skills/abilities	<ul style="list-style-type: none"> Proficient IT skills including MS Office, SharePoint and Teams 	E
	<ul style="list-style-type: none"> Ability to create, input and manipulate data using Microsoft Excel 	E
	<ul style="list-style-type: none"> Meticulous and detailed approach 	E
	<ul style="list-style-type: none"> Able to work autonomously, using initiative and prioritising tasks to meet deadlines 	E
	<ul style="list-style-type: none"> Ability to work cooperatively with colleagues 	E
	<ul style="list-style-type: none"> Highly developed interpersonal and communication skills; able to gain credibility quickly at all levels 	E
	<ul style="list-style-type: none"> Ability to evaluate and meet changing priorities, responding flexibly and working well under pressure. 	E
Aptitudes/ personal qualities	<ul style="list-style-type: none"> Effective written and verbal communication skills 	E
	<ul style="list-style-type: none"> Professional manner and approach; calm under pressure 	E
	<ul style="list-style-type: none"> Flexible to meeting new challenges 	E

Signed (postholder): _____

Date: _____