

FINANCE ASSISTANT

The Sir John Brunner Foundation Centre (Northwich)

Grade 5 (SCP 7 – SCP 11)

Job Description & Person Specification

Job Description

Reporting to

Finance Transactions Team Manager

Purpose of the role

The Finance Assistant is responsible for providing financial and administrative support to the Finance Transactions Team, to ensure the delivery of effective and efficient financial services across the Foundation.

Main responsibilities

Accounts payable

1. Receive purchase order requests, check budget balance and obtain appropriate approvals.
2. Prepare and send purchase orders.
3. Match incoming purchase invoices to relevant orders and process the transactions.
4. Respond to supplier enquiries (by email and telephone) and check supplier statements, taking appropriate action.
5. Receive requests for online orders, check budget balance, process orders using a relevant purchase/credit card and record the transaction in the finance system.
6. Record and reconcile petty cash transactions as required.

Accounts receivable

1. Under direction, set up new payment items in the online payments software; currently Arbor and Wisepay.
2. Record cashbook receipts in relation to distribution of funds by online payment providers; allocating against the correct activity codes in the finance system, currently PS Financials.

3. Issue routine (template based) communications to remind parents of payments due.
4. Process in-person card payments using the on-site card machine.

Financial Administration and Support

1. Provide administrative support to the finance team, including filing, photocopying, scanning and data entry.
2. Respond to queries (by email, telephone or in-person) from academy staff, budget holders, parents and suppliers regarding financial matters in a timely and professional manner.
3. Process and raise ad hoc financial transactions as directed.

Compliance and Control

1. Ensure compliance with financial policies, procedures and regulations in all financial activities and transactions.
2. Assist in maintaining proper documentation and filing systems to support audit trails and compliance requirements.
3. Participate in internal and external audit processes by providing documentation and explanations as necessary.

Continuous Improvement

1. Identify opportunities to streamline finance processes, improve efficiency and enhance service delivery within the shared services team.
2. Proactively contribute ideas and suggestions for process improvements, system enhancements and best practices.
3. Participate in training and development activities to enhance skills and knowledge in finance and accounting.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional, and local levels.
4. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
5. Any other duties commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSE Maths and English Grade 4 or above (or equivalent)		✓
A level or equivalent qualification	✓	
AAT qualifications or equivalent finance/admin experience	✓	
Experience		
Experience working in a Finance or administrative team setting	✓	
Experience in education setting, preferably Multi Academy Trust	✓	
Experience of working with finance systems and software (e.g., PS Financials)	✓	
Experience of using schools' online payment software	✓	
Knowledge & Skills		
Knowledge of Finance processes, policies and associated regulations	✓	
Strong numerical skills and IT		✓
Computer literacy		✓
Effective communication and interpersonal skills, with the ability to work collaboratively in a team environment		✓
Attributes		
Strong attention to detail and ability to work quickly and accurately in financial processing		✓
Ability to maintain confidentiality and handle sensitive information with discretion		✓
Ability to interact effectively with a range of stakeholders		✓
Organised, focused and pro-active		✓
Committed to deliver exceptional standards in all areas		✓
Professionalism, integrity and positivity		✓
Commitment to promoting diversity and inclusion in the workplace		✓