

Finance Assistant Job Description

Post	Finance Assistant
Salary	G6
Responsible to:	Finance Manager
Core Purpose	<p>The Finance Assistant is responsible for supporting the Finance Manager in delivering a high quality finance service to the central LAAT team, existing member schools and those schools seeking to join the Trust.</p> <p>This will include undertaking various transactional procedures, assisting with management accounts, year end and budget production and other financial reporting as required.</p>
	Key tasks and responsibilities
	<p>The Finance Assistant will be responsible for:</p> <ul style="list-style-type: none"> • Posting of monthly prepayments, accruals and other adjustments • Assisting with the production of monthly management accounts and reporting, budgets and year end close • Reviewing the nominal ledger and providing analysis as required • Reconciliation and monitoring of grant income receivable • Reconciling the bank account • Reconciling all primary control accounts and ensuring that queries are dealt with promptly • Purchase ledger: raising orders, processing invoices and maintaining the supplier database • Generating fortnightly BACS payments runs and raising cheques • Payment of expenses • Handling, processing and reconciling petty cash • Preparation of VAT returns • Liaison with the outsourced payroll function and pension providers • Liaison with the Education and Skills Funding Agency and other statutory bodies • Dealing with queries of a financial nature from existing member schools and prospective member schools in an efficient and courteous manner • Supporting the operation of the PS Financials accounting package and other finance systems in use by the LAAT • Assisting with the preparation of other financial reports and returns as required. • Ensuring that all finance records, both electronic and paper based, are accurately maintained and kept up to date, and held securely in accordance with Data Protection legislation • Ensuring that work is carried out in accordance with all relevant financial

	procedures
Additional Information:	<p>The post holder may, from time to time, be required to carry out other duties provided they are within the general level of responsibility of the duties set out above and within the abilities of the post holder.</p> <p>The role is based in Lincoln, but some travel will be required to fulfil the role.</p>
Contacts and Relationships	<p>There will be regular meetings with the Finance Manager and close working relationships with other members of the LAAT and Diocese of Lincoln.</p> <p>Day to day contact with Headteachers within the Trust and Academy staff, Local Governing Bodies and staff across the Diocese of Lincoln and LAAT.</p>
Discretion and Consequence	<p>Work will be carried out within a range of broad objectives and planning mechanisms.</p> <p>The post holder will work within the agreed policies of the trust and be expected to maintain confidentiality in all matters, adhering to Data Protection legislation.</p> <p>Work must be accurate, of a high standard and undertaken in accordance with all relevant regulations and guidance, including those laid down by the Education and Skills Funding Agency, the Companies Act and the Charities Commission.</p> <p>The consequence of decisions made by the post holder could impact on the direction and development of the trust as well as on the quality of its resource deployment and customer satisfaction.</p>
Work Demands	<p>The post holder will be subject to regular interruptions and changing priorities, there may be a chance of disruption to the overall completion of the task.</p> <p>Whilst there are routine tasks and regular deadlines to be met, the nature of the work is such that there will be at times conflicting demands from staff and external agencies/stakeholders. Variations in the volume and pressure of work are inevitable along with interruptions throughout the day.</p> <p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post.</p>
Health and Safety	<p>The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.</p>