



JOB DESCRIPTION

Post Title:	Finance Assistant
Job Purpose:	Effective and efficient processing of all financial transactions and finance related enquiries for internal and external clients.
Responsible to:	Finance Officer
Responsible for:	None
Liaising with (Working Relationships):	Finance Assistants, Finance Officer(s), Head of Finance and Chief Financial Officer
Hours of Work:	16 - 37 hours per week, TTO - 52.143 weeks
Grade and Range of Post:	TBC
Current Base:	Hallam Pastoral Centre or at any premises used from time to time by St Clare CMAT, unless your duties take you elsewhere. St Clare CMAT reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
Disclosure Level:	This post is subject to an enhanced DBS disclosure
Main / Core Duties:	<p>The Finance Assistant will be responsible for the following areas:</p> <ul style="list-style-type: none">- To maintain the effective and efficient operation of the purchase and sales ledgers within the IRIS system.- Maintenance of the cash and day books.- Checking, input & reconciliation of staff expenses.- Monitor and manage shared mailboxes- Maintain financial records and systems for the effective and efficient management of public funds.- Adherence to the Scheme of Financial Delegation.- Adherence to standard accounting policies and practise. <p>To support the delivery of curriculum and operational objectives in an effective, efficient and professional manner.</p>
Operational Planning:	To plan and prioritise workload on a daily, weekly and monthly basis. To coordinate own responsibilities with those of the department.



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	<p>To ensure tasks are fully completed or otherwise identified to Finance Officer(s) as tasks requiring further investment of time.</p> <p>To ensure the operational workload is effectively managed to ensure finance service standards are adhered to.</p>
Service Provision:	<p>To investigate and answer routine queries arising from budget holders, management and other finance colleagues as well as external bodies.</p> <p>Assist in troubleshooting and resolving ledger and budget account queries.</p> <p>Process and support integrity of expenditure transactions across the Trust including invoices for one off supplies and credit notes and reconciliation of supplier statements.</p> <p>Process and support integrity of income transactions across the Trust including raising sales invoices and credits and reconciliation of customer accounts.</p> <p>Process transactions relating to St Clare CMAT corporate card programme.</p> <p>To prepare and post daily banking transactions, liaising with other parties to determine ledger coding where appropriate</p> <p>To effectively and efficiently receipt all electronic income and expenditure.</p> <p>Maintain records and controls in delivery of duties.</p> <p>Support the Finance Officer(s) in the management or transactions within the financial ledger.</p> <p>To deal with all routine queries for internal and external stakeholders.</p> <p>Any ad-hoc tasks related to the role.</p> <p>To ensure all transactions and associated documentation comply with the scheme of delegation and standard accounting policies and procedures.</p>
Service Development:	<p>To continually seek to develop service improvements.</p> <p>To be responsible for your own continuous professional development and participate fully in training and development opportunities or as a result of your performance management.</p>



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Staffing and Staffing Development:	None
Recruitment / Deployment of Staff:	None
Quality Assurance:	<p>To develop and maintain a good knowledge of accounting policies, processes and procedures and the accounting system.</p> <p>To input accounting data into the accounting system with speed and accuracy.</p> <p>To identify and resolve errors and discrepancies</p> <p>To comply with and support the work of the internal and external audit teams.</p> <p>To ensure contentious, complex and/or high value transactions are reviewed by a Finance Officer prior to completion.</p>
Management Information and Administration:	<p>To create and/or develop and maintain accounting spreadsheets as directed by senior colleagues or as required.</p> <p>To maintain departmental storage and retrieval systems ensure all documents are correctly scanned and subsequently filed.</p>
Communications:	To ensure all communications with service users reflect the values of St Clare CMAT.
Marketing and Liaison:	None
Management of Resources (Other than People):	To take responsibility for the safe use and safe keeping of all St Clare CMAT resources.
Corporate Responsibility:	To abide by and implement all policies and procedures of St Clare CMAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
Other Specific Responsibilities:	<p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To attend all functions and meetings necessary to support the work of the job description, ensuring that the values of St Clare CMAT are exemplified in your attitude, language and behaviour.</p> <p>To continue personal development in areas relevant to your role</p>



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	To participate in the staff review and appraisal process.
General Statement:	This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.
Safeguarding:	St Clare CMAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable individuals and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.	
Date:	3 March 2023
Closing Date:	Friday 17 th March, 5pm
Interviews:	Wednesday 22 nd March