



## Twyford Church of England Academies Trust

"I have come that you might have life &  
have it to the full" John 10 v10

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### Job Description

<b>Job Title:</b>	<b>Finance Assistant</b>
<b>Grade:</b>	Grade 6, points 18 – 20
<b>Line Manager:</b>	Finance Manager
<b>Supervisory Responsibility:</b>	None
<b>Location:</b>	The main place of work will be Ealing Fields High School but will also work within other Trust schools
<b>Hours:</b>	5 Days (35 hours/ week), 52 weeks/year** <i>** see pages 4 &amp; 5</i>

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### Main purpose of the job

1. To perform all financial aspects of the Ealing Fields High School Private Funds.
  2. To assist with the Trust's purchase-to-pay process
  3. To operate the Student Services Shop at Ealing Fields High School.
  4. To manage all financial systems relating to the School Café.
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### Main responsibilities and tasks

1. **To perform all financial aspects of the Ealing Fields School Private Funds, including those related to Enrichment Week.**
  - To assist organisers of extra-curricular/parent-funded activities with planning and booking activities and administering systems for receiving payments via ParentPay and accounting for activities ensuring they breakeven.
  - To ensure that all activity leaders are well informed about the financial viability of the activity, including any non-payment of amounts due to the Trust.
  - To maintain the Ealing Fields Parentpay website (set-up, archiving of items, assigning users to items, refunds, credit control) and respond to queries from users
  - To ensure that all activity paperwork of a non-financial nature is processed correctly, in conjunction and collaboration with the Administration team. This includes:
    - Managing the Activities Week spreadsheets
    - Chasing outstanding payments
    - Communicating and liaising with parents, trip leaders and the Admin team
  - To provide financial administration for whole-School events (such as the school production and musical concerts) in support of the teacher/budget holder in charge - making sure it is financially viable, establishing pricing policy, and acting as financial controller for the event.

- To post income received via Parentpay onto the Trust's Financial Resource System on a weekly basis
- To prepare cheques and cash received for banking, post receipts onto the Financial Resource System and book collections with the Trust's cash in transit provider (G4S).

## **2. To assist with the Trust's purchase-to-pay process**

- Raise purchase orders as requested by authorised budget holders and assist with queries.
- Process purchase invoices for approval and payment particularly in connection with Private Fund activities bookings.
- To prepare international payments on the banking system when required for residential trips.
- To reconcile the school's credit card statement and attach all invoices/receipts on a monthly basis.
- Ensure all controls and financial regulations are adhered to. Take all necessary steps to prevent duplicate payments and misuse of Trust funds.
- Deal with all external queries concerning invoices and/or other delegated areas.
- Help budget holders and other school staff with any queries relating to invoices or payments.
- Chase budget holders for approval of invoices.
- Ensure that supplier statements are regularly reconciled and all discrepancies are followed up and resolved.
- Ensure compliance with VAT rules as per the Trust's policy.

## **3. To operate the Student Services Shop at Ealing Fields High School.**

- To operate the Student Services Shop at Ealing Fields High School, ordering stock of stationery and books and selling to students 'at cost' during the morning break time
- To generate the necessary level of income from the sale of goods and services to cover the costs to the School ('not-for-profit').
- To ensure that the Student Services Shop has appropriate stock for stationery, books etc. to meet students' needs.
- To operate the cash register and record all cash receipts from sales of goods and other cash generating activities such as fund raising in accordance with the Financial Regulations.
- To promote and increase the School's use of ParentPay for all activities generating income.
- To liaise with teaching staff regarding the sale of specific items (such as revision guides)

## **4. To manage all financial systems relating to the School Café.**

- To act as the main point of contact for the biometric registration of students and staff.
- To ensure MISSYNC is regularly updated with details of new students and staff.
- To update the Student's free school meals data onto the School Information and Management System (SIMS) when new students are enrolled.
- To prepare and disseminate ParentPay activation letters when new students are enrolled.
- To ensure that ParentPay accounts remain topped-up and within agreed overdraft limits. This will involve:
  - Sending email communications to parents to remind them about topping-up
  - Communicating with parents via the telephone when the overdraft limit has been reached or exceeded

## 5. General duties

- To be aware of and comply with Trust policies and procedures, including the Financial Regulations and policies relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
  - To participate in training, other learning activities and performance development as required.
  - To undertake similar duties for time-to-time, commensurate with the level of the post, and at the discretion of the Finance Manager.
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## Key measures of success

- The Private Fund operates on a not-for-profit basis and at no time makes a loss.
  - Extra-curricular activities and major School events are solvent and subject to sound financial management.
  - Positive feedback on the services provided through the staff survey, the student council and parental feedback.
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## Signatures

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

## Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
A university degree		✓
An accounting or bookkeeping qualification		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills	✓	
Intermediate or advanced MS Office user	✓	
Familiarity with administrative procedures	✓	
Excellent standard of numeracy and eye for detail	✓	
Experience of using a finance system / purchase ledger	✓	
Ability to follow protocols and regulations	✓	
Experience of working in a finance department		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

## Key Terms and Conditions

### Place of work:

The role will initially be based at Ealing Fields High School however; the post holder may need to travel to other Trust schools as required.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme can be found here: [www.lgps.org.uk](http://www.lgps.org.uk)

### Probation:

All support staff appointments are subject to satisfactory completion of a 6 month probationary period.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*