

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>FINANCE ASSISTANT</b>
<b>Salary / Grade:</b>	H4 + London Fringe Weighting (£25,889 Full Time Equivalent)
<b>Hours:</b>	Part Time, 32.5 hours per week, School term time + INSET days + 1 week at the end of August
<b>Working Pattern:</b>	Monday to Friday; Flexibility can be given about start and finish time
<b>Contract:</b>	Permanent
<b>Location:</b>	St Albans, AL1 5AR; Office based
<b>Responsible to:</b>	Chief Financial Officer

### **1. MAIN PURPOSE OF THE JOB**

To provide support within the Trust Finance department in ensuring full and accurate financial transactions and records.

### **2. MAIN AREAS OF RESPONSIBILITY**

To assist with the following:

- Processing of orders and payment of invoices.
- Processing monthly business card payments and direct debits.
- Processing income payments eg Government Grants, Parent Payments, Lettings etc.
- Complete month end processes to the agreed timetable
- Overseeing sales ledger and thorough administration
- Filing invoices and orders
- Supporting the school shop and stock taking.
- To be available to staff, students and parents to offer financial support and information.
- Any other duties as required as a finance function.

### **3. SKILL REQUIREMENTS**

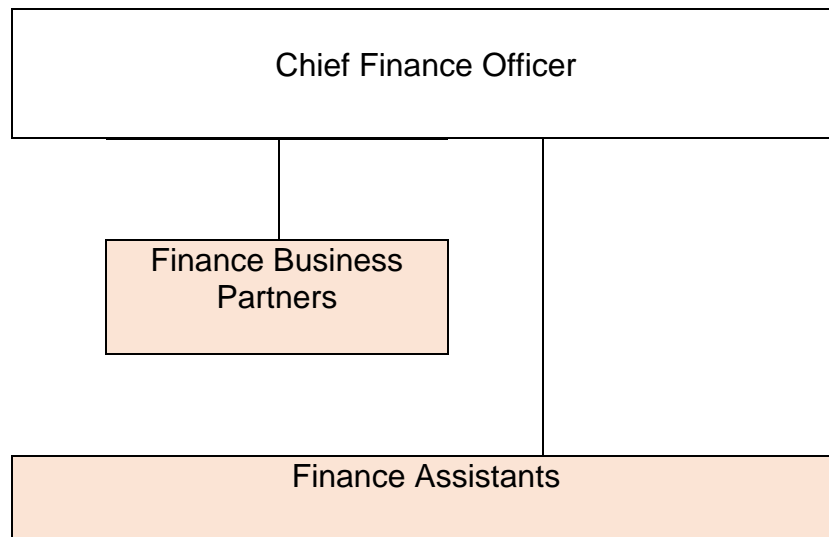
- Appropriate GCSE levels or equivalent
- Good standard of numeracy
- Ability to understand and operate computerised finance packages would be an advantage but not essential as training could be given
- A sound knowledge of both Word and Excel
- Neat, accurate paperwork presentation
- Accounts experience or qualification desirable

#### 4. PERSON SPECIFICATION

The successful candidate should:

- Be willing to work as part of a team
- Have excellent interpersonal and communication skills
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Be flexible in attitude and adaptable to change.

#### 5. TEAM STRUCTURE



*Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.*

*This job description is current, but following consultation with you, may be changed by the Chief Operations Officer to reflect or anticipate changes in the post which are commensurate with the salary and job title.*