

Job description

LIFE Education Trust, is a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE team who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Finance Assistant
Grade	3.5 – 3.6
Employment Status	Fixed term 1 year or 1 year secondment
Hours per week	36
Days per week	Monday – Friday
Weeks per year	38 Term time
Reports to	Chief Finance and Operating Officer
Job Purpose	
	Providing financial support to the CFOO, Finance Manager, Senior Finance Officer and the Trust
Specific Duties	
	<ul style="list-style-type: none"> • Process purchase orders for schools within the Trust - obtaining the 'best value' quotations and availability where appropriate. • Place orders via company on-line portals • Identify and notify incoming deliveries for site. • Update computerized records for Goods Received Notes • Deal with any returns and damaged goods. • Chase-up on back orders and undelivered services (Review the 'Current Commitment' report throughout the month to ensure everything is being captured for month end) • Process Non-Order invoices and obtain the relevant budget holder approval. • Obtain quotes, book and organise travel arrangements for school trips; run trip reports for trip leads upon request and keep a record of expenditure. • Support Finance Manager with payroll entry. • Record income from Parent Pay. • Assist students and parents with Parent Pay queries. • Keep the annual Subscriptions schedule up to date for Curriculum, Site and IT Dept. • Raise Employee and pupil reimbursements attaching all relevant documentation and obtaining correct authorisation from budget holder. • Send out monthly budget reports for budget holders • Assist with processing of BACS runs • Assist with management of credit cards • Assist across the Finance Department with general duties.
General	
	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

	<ul style="list-style-type: none">• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• Support the ethos of the Trust• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
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This Job description is current at the date shown, but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Finance Assistant) Date: _____

Person Specification

Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Education and Qualifications		
Suitable in working with children and young people	E	A, R
Previous experience of working in a school office or similar environment	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, Y
Key Skills and Abilities		
Demonstrate good communication skills, both oral and written, including presentational skills.	E	A, I, T
Advance MS Office skills	D	A, T
Experience of school-based software systems	D	A, T
Ability to work in a busy environment	D	A, I
Ability to work with a variety of Stakeholders	D	A, I
Ability to form and maintain good relationships	E	A, R
Strong organisational, project and time management	D	A, T
Ability to work as part of team or independently	E	A, I, R
Ability to inspire and motivate	D	A, R
Ability to prioritise, plan and organise with attention to detail	D	T, R
Demonstrable discretion	E	I, R
Attributes		
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	E	A, I, R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different workrequirements and projects	E	A, I, R
Establish and maintain appropriate professional relationships with staff and students.	E	A, I, R
Sense of humour and equable temperament	E	I, R
Able to remain calm and composed under pressure and work to deadlines	E	I, R
Commitment to and understanding of equal opportunities and safeguarding	E	I, R
Reliable and a good time keeper	E	I, R
Adopts a positive attitude	E	I