Job Description
Finance Administrative Assistant

April 2025

Success for all Educational Trust
Job Description - Finance Administrative Assistant

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POST TITLE: Finance Administrative Assistant
GRADE: Scale 3 Points 5-6: 36 hours per week 38 weeks per year
ACCOUNTABLE TO: Finance Operations Manager

The Finance Administrative Assistant is a member of Trust Associate staff, one of a team responsible for making sure that the efficient and effective organisation and administration of Trust processes, procedures and policies delivers the best possible service to all stakeholders.

The Finance Administrative Assistant is often a first point of contact for the Finance Department and will therefore be expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Key Accountabilities

● To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints.
● To be responsible for following finance policy and procedures to make orders via the Financial Management System on behalf of all schools within the Trust
● To assist the Finance and HR Team Leaders and senior management team as and when required.
● To be responsible for following finance policy and procedures to make orders via the Financial Management System on behalf of all schools within the Trust.
● To reconcile income received through online payment systems including ParentPay and any other systems as schools join the Trust.
● To complete monthly reconciliation of print costs for all schools.
● To make orders using charge cards for appropriate schools and ensure the finance policy is followed to reconcile all expenditure as required by the Finance Operations Manager.
● To receive, record, and process direct credits and direct debits using the relevant financial systems of the Trust.

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● To raise invoices on behalf of the Trust through the Accounts Receivable system and collect debts and payments due by monitoring records, making requests, following up and taking action on responses and identifying, investigating and resolving arrears.
● To raise journals as required and ensure inter company journals are completed where costs are associated for more than one of the schools within the Trust.

Professional Development

● Gain a basic understanding of bookkeeping and accounting processes and terminology.
● To engage in continuous professional development.
● To complete school based induction and any subsequent training required to improve performance and take part in performance management.

Other Duties

● To undertake any other duties commensurate with this post as directed by the Finance Manager, Director of Finance or Trust SLT.
●Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
● The Trust expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
● To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the Trust.
● To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment

Safeguarding

● The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
● The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

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Qualifications/Knowledge			Application (A) Interview (I) Assessment (As)
	Essential	**Desirable**	**Assessed by**
Experience/Skills			
Demonstrate capacity to organise, prioritise tasks, and adhere to strict deadlines.	Y		A, I
Experience of high level communication skills	Y		A, I, As
Good numeracy and IT skills	Y		A, I, As
Understand basic bookkeeping and Accounting terminology		Y	A, I As
Understanding of confidentiality and Data Protection regulations.	Y		A, I
Displays commitment to the protection and safeguarding of children and young people	Y		A, I
Ability to competently use a range of IT software packages	Y		A, I, As

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Ability to work independently and to support the work of the wider team	Y		A, I
Display initiative and be proactive in problem solving	Y		A, I, As
Meticulous attention to detail and commitment to maintaining high accuracy.	Y		A, I, As
Manage resources efficiently ensuring best value	Y		A, I
Personal Attributes			
Positive and solution focused with a flexible approach to work	Y		A,I
Self motivated and proactive	Y		A, I

Desirable Competencies Selection Procedures

- Application Submission
- Formal Interview
- Skills-Based Assessment

This job description has been prepared for the purpose of the Trust organisation and may be reviewed as a contract changes or as the organisation of the Trust evolves and develops. The post holder may be required to work in any of the Schools within the SFAET.