



Job Description

Job title: Finance Assistant

Grade: 3

Hours: 37 hours, term time + inset days

Reports to: Chief Financial Officer

Main Job purpose

The post holder will be a member of the MAT central finance team and play an important role in ensuring high standards of accurate and timely financial information is recorded and reported across all the schools. In accordance with the Academies Financial Handbook, Scheme of Financial Delegation and other statutory requirements, the post holder will support the day to day operation of financial processes, as well as audit and other Department for Education accountability measures.

Main Responsibilities and Duties

- Point of contact for MAT schools' queries
- Supplier and Customer database management
- Monthly MAT transactions
- Processing of orders and invoices
- Compilation of monthly bank data for schools to complete
- Data input of utility and any other required transactions
- General administrative tasks, i.e. photocopying

Knowledge and Skills

- The post holder must be numerate, computer literate with spreadsheet experience and should possess a general level of education

Supervision and management

- The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem solving and creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work.
- Aiding remote staff in schools to manage their MAT related workload and meet deadlines.

Resources

- Office PC, scanner, printer and other computer related peripherals

Working environment

- Busy office environment
- Predominantly the post holder will work within an office environment.
- Occasionally will be required to lift packaged paperwork.
- Home working may be required on occasion.

Contacts and relationships

- Regular contact by telephone/face-to-face with CFO/CEO/school finance teams.
- MAT Headteachers and governors as necessary.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the CFO or the incumbent of the post.