



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Post:	Finance Assistant
Salary Level:	Grade 3 (£18,933 - £20,092)
Responsible To:	Finance Team Leader
Base:	Finham Park 2, Torrington Avenue. Flexibility is required to work out of any Trust site or other location to meet the needs of the organisation.
Status:	Full Time all year round.

Job Purpose

Finham Park Multi Academy Trust are a successful Trust with 7 schools across Coventry and Warwickshire. We are at a crucial stage in our development and have exciting plans for the future. We currently have an outstanding opportunity for a Finance Assistant to join the MAT's central finance team and work within a Worldclass Organisation. The purpose of the role will be to:

- Provide support to the finance team, ensuring that financial and administrative procedures are carried out in a timely and accurate manner.
- Be willing to work in other schools within the Trust from time to time as and when required.
- To train and assist members of staff across the MAT
- Assist with the preparation of the monthly management accounts in line with the set timeframes and deadlines.

Main Duties and Responsibilities

- Distribute purchase orders to suppliers, ensuring the process runs smoothly.
- Support with the processing of purchase invoices & expenses across the MAT including scanning of backing documentation into finance software for audit purposes
- Reconcile MAT suppliers' statements on a monthly basis.
- Take responsibility for communicating with internal customers and external suppliers, including written and verbal communication
- Assist with bank allocations – processing cash book receipts/payments, salaries & direct debits
- Assist with bank reconciliations on a monthly basis as part of the month end procedures





FINHAM PARK
MULTI ACADEMY TRUST

- Reconcile ParentPay each week and process the income/charges into the finance system
- Assist with the weekly BACS runs by preparing, checking, uploading and sending the payments via the online banking system.
- Assist with the month end process and completing the VAT Return alongside the Finance Team Leader
- Assist with Sales Ledger including raising of invoices from time to time
- Completion of the Accruals/Prepayments each month alongside the Finance Team Leader
- Using accountancy tools and data – including analysing financial data
- Assist in ensuring value for money
- Financial accounting and reporting – including accounts preparation, bookkeeping, final accounts and reports
- Management accounting – including income and expenditure and planning and control

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: June 2021

