

Oak Learning Trust
Job Description – Finance Assistant
Grade 2 – scale points 5-6 (£26,428 - £26,846)

Job Title	Finance Assistant
Responsible to	Finance Manager
Job Purpose	To assist the Finance Manager and Director of Business and Finance in the provision of a highly effective, fully compliant central finance team.
Key Responsibilities	- To comply with the Academies Financial Handbook and the trust financial procedures. - To support the Finance Manager and Director of Business and Finance in providing a full accounts payable service using the trust finance system (currently IRIS Financials) and to liaise directly with them over matters relating to the workflow of purchase orders, document emailer etc. - Processing of purchase orders and invoices and staff expense claims. - Ensuring that purchase orders are authorised in line with the correct delegated authority levels as set out in the trust finance policy. - To process weekly invoice payment runs by BACS and Faster Payments when needed accurately and efficiently. - To ensure any non-order invoice payments are made accurately and efficiently. - To ensure all payments are made in line with the finance policy. - To ensure payment runs are recorded accurately and in line with financial standards and audit requirements. - To ensure all documentation is filed appropriately. - To keep accurate records and spreadsheets for utilities in relation to invoices due/received and where appropriate ensure portal usage for timely downloading of invoices. - To support Executive Office Managers and school teams with purchase order processing and workflow support as required. - Review and prepare accurate recording of childcare vouchers, parent pay income and other miscellaneous income for bank reconciliation journals. - To support the Finance Manager with the processing of monthly bank reconciliation. - To support the Finance Manager on trust purchasing/credit card reconciliation including support with preparing accurate records and posting journals. - To support the Director of Business and Finance and Finance Manager with staffing updates on the trust HR system (currently Every) in order to feed into the payroll function. - To monitor the trust finance inbox and action accordingly. - To answer/respond to any purchasing related queries by email or over telephone accurately and professionally. - To support the Director of Business and Finance and Finance Manager with the preparation of documentation for internal and external auditor requests. - To support the Finance Manager with preparation of annual budgets and budget monitoring reports. - To support the finance manager in maintaining an accurate trust contracts register. - To ensure all financial records are accurate and up to date. - Handle all financial information with integrity and confidentiality. - Work collaboratively with all members of the central team to deliver efficient support services.

	To provide reception/hospitality duties for the central team as required, particularly in relation to meetings, visitors and trustees etc.
General	- Attend and participate in training and development courses. - Attend meetings, liaise and communicate effectively with colleagues. - The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. - To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. - To read and comply with all trust policies and procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.

Oak Learning Trust is committed to safer recruitment. Pre-employment checks will be undertaken before any appointment is confirmed, including references, an enhanced DBS check, identity verification, qualifications verification, and where applicable, prohibition from teaching and right to work checks