

JOB DESCRIPTION

Job Title: Finance Assistant
Reporting to: Chief Financial Officer

Grade/Salary Range: E7 – E12

JOB PURPOSE

- To support the Finance Manager with processing a variety of financial operations and financial procedures to ensure an effective service to all schools within the Trust.

MAIN DUTIES AND RESPONSIBILITIES

- Purchase orders / procurement
- Responsible for checking of all deliveries for Trinity School against the purchase order and recording any discrepancies on the delivery form. Monitoring and resolving of any issues.
- Responsible for acquiring 'best value' for goods and services, which entails both internet based and telephone enquiries.
- Approving purchase requisitions for primary schools, converting to purchase orders.
- Raising purchase requisitions for Trinity for other than those raised by budget holders
- Submitting purchase order numbers to suppliers for the Trust.
- Collating all items delivered to Trinity and passing to budget holders; returning items to suppliers if applicable.
- Ensuring that purchase orders are filled out and authorised in accordance with NAT financial procedures.
- Placing orders using Trust credit card for orders that cannot be paid by invoice. Maintaining an excel spreadsheet of items purchased by credit card for each school to streamline the reconciliation process.
- Supporting the finance team in reviewing bank details for suppliers during BACS runs.
- Working alongside the finance team to maintain an up-to-date 'Contract list'.
- Preparing a monthly report to budget holders of Actual costs spent against Budget.

Sales Ledger

- Supporting the finance team with preparation and review for processing sales ledger invoices for the Trust especially those relating to Afterschool / Breakfast clubs and Nursery lunch cover.
- Credit control review and liaison with customers for Trinity and administration team at primaries for any outstanding payments.

Cash collection

- Support the finance team with cash collections for trips, donations, sales classroom material, ticket sales etc.
- Support the Finance team as/when needed with cash/cheque preparation for banking.

Other Tasks

- Supporting the Finance Manager with information required for year end.
- Other ad hoc tasks as required by Finance Manager.
- Ad hoc support to others due to workload fluctuation within the team.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: December 2025

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Finance Assistant	
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent. 	<ul style="list-style-type: none"> Higher level qualification (e.g. A level) in mathematics/numeracy subject
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Ability to use technology confidently, particularly MS Excel, Word and email. Able to communicate effectively with staff at all levels. Confident manner when dealing with external bodies/individuals. 	<ul style="list-style-type: none"> Ability to use Arbor and The Access Education Finance (Accounting software).
Work-related Personal Qualities	<ul style="list-style-type: none"> Professionally discreet and able to respect confidentiality. Flexible approach to tasks. Willing to work as part of a team. Good attention to detail. Patient and resilient. Confident and able to use own initiative. 	
Other Work Requirements	<ul style="list-style-type: none"> Suitability to work with Children Fluent in spoken and written English to an appropriate level for the role. Right to work in the UK. 	