

# **THE LINK ACADEMY TRUST**

## **JOB DESCRIPTION**

**Job Title:** Finance Assistant

30 hours per week/41 weeks per year

### **General Information**

#### **Job Purpose**

- To liaise with school administrators regarding finance matters.
- Check invoices against the order and raise appropriate payment. Liaise with suppliers regarding delivery, pricing, and invoicing queries;
  - assist staff with suppliers and prices for purchase as required;
  - raise school invoices and credit notes as necessary;
- To manage all issues in accordance with the School's Finance Regulations and all other school policies.
- Champion Value for Money (VFM) across the Trust.
- Assist the Finance Officer in maintaining the schools accounts, budgets and funds.
- Assist the Finance Officer in maintaining proper computer held accounts for HCSS.
- Maintain the HCSS supplier database and responsible for loading catalogues.
- As directed by the Finance Officer, to process orders, invoices and receipts through the HCSS Accounting package.
- To deal with suppliers to resolve queries, deliveries, etc.
- Assist in the preparation of end of year accounts ready for audit.
- Set up excel spreadsheets for monitoring accounts e.g. trips, printing costs etc.
- Provide efficient finance and administration assistance to her/his Line Manager.
- Assist in the setting up and maintaining of archive files and historical data.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required.
- Download and enter monthly direct debits onto the HCSS
- Adhere to the Trust Records Retention and Disposal Policy in line with the General Data Protection Regulation (GDPR)

#### **General**

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
2. Carry out all duties with regard to the school's policies and codes of conduct.
3. Participate in training and other learning activities as required and to participate in appraisal and professional development.
4. Set high expectations of conduct, whilst acting as a good role model for others.
5. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

### **SUPERVISION ARRANGEMENTS**

Line Manager – Finance Officer