

ABINGDON LEARNING TRUST

JOB DESCRIPTION

Job Description for:

ACCOUNTABLE TO: (All staff work under the direction of the CFO and Head of Finance)

APPRAISAL: The post-holder will be subject to the Trust's annual performance appraisal process.

POST: Finance and Administration Assistant

GRADE: 4

RESPONSIBLE TO: Head of Finance

1. JOB PURPOSE

Under the instruction and guidance of senior staff, provide general administrative and financial support to the Trust. This is a varied and challenging role and requires the post-holder to be articulate, confident and methodical with good organisational skills and financial knowledge.

2. ORGANISATIONAL STRUCTURE

As per staffing structure review.

3. KEY RESPONSIBILITIES AND TASKS

Organisation

- Undertake administration duties, answering general telephone and face to face enquiries and signing in visitors
- Support the financial and administrative running of the Central Team and the schools in the Trust
- Support arrangements for schools trips and events etc., ensuring funds are collated and banked accordingly

Administration and Finance

- Provide general clerical/admin. support e.g. photocopying, filing, emailing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records e.g. PSF accounting system
- Produce data as required
- Undertake typing, data entry and other IT based tasks
- Undertake routine administrative procedures e.g. entering invoices for payment
- Scan invoices for upload to PSF
- Produce sales invoices
- Entry of purchase orders and sales invoices
- Undertake general financial administration e.g. processing orders, bank reconciliation, payment run support, entering invoice support, banking on a weekly

basis, school dinner money management, financial management of charity/classroom activities

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, PSF, SIMS)
- Maintain stock and office supplies
- Provide general advice on finance related issues to colleagues, suppliers and schools in the Trust

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

4. JOB CONTEXT

The jobholder reports directly to the Head of Finance and is part of the Central Team. He/she will be empowered to make and take decisions related to his/her accountabilities and responsibilities. Whilst there will be freedom to act he/she should operate within the parameters as agreed by the Head of Finance.

5. CONTACT WITH OTHERS

To include:

- Chief Executive Office
- Chief Finance Officer
- Staff in Central Team
- Headteachers within Trust
- School staff with the Abingdon Learning Trust
- Visitors from other schools, agencies and organisations

6. PERSON SPECIFICATION

- See attached document

7. KNOWLEDGE SKILLS AND EXPERIENCE

Essential

- GCES standard Maths and Literacy
- Use of ICT packages
- Good keyboard skills
- Identify own training and development needs and cooperate with means to address these

8. MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your place of work will be within the Central Office at Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW however you may be requested to work in any of the current schools in the Trust and carry out those duties that may be reasonably required in relation to such deployment.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: