



JOB DESCRIPTION

POST: STEP FINANCE ASSISTANT

GRADE: Grade 3, Scp 15-17

HOURS: Up to 36 hours per week, term time plus 2 weeks

REPORTS TO: STEP Accountant

MAIN PURPOSE OF JOB

Under the instruction/guidance of senior staff: provide general administrative/financial support to STEP Academy Trust.

Commitment to Diversity

As a member of the Central team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key Internal Contacts

Business Managers, STEP Accountant, Chief Finance & Operations Officer.

Financial Dimensions

Using financial software.

KEY ACCOUNTABILITIES

Organisation

- Undertaking telephone duties, especially with regard to financial matters in connection with purchase orders and payment of invoices;
- Provide general clerical/admin. Support e.g. photocopying, filing, email, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required.
- Undertake typing and word-processing and other IT based tasks as required.
- Undertake administrative procedures.
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

- To be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this;
- To maintain client records and archive systems, in accordance with Trust procedure, policy and statutory requirements.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

Able to demonstrate a commitment to the Trust's Customer Care Policy.

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the STEP Academy Trust team.

Contribute as an effective and collaborative member of the Central Team

- Participate in training to be able to demonstrate competence;
- Participate in first aid training as required;
- Participate in the ongoing development, implementation and monitoring of the service plans;
- Championing the professional integrity of the Trust;
- Supporting Customer Focus, Best Value and electronic management of processes;
- Actively sharing feedback on Trust policies and interventions



POST: STEP FINANCE ASSISTANT

PERSON SPECIFICATION

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|---|------------------------|
| Qualifications | |
| NVQ 2 or equivalent qualification or experience in relevant discipline. | Essential |
| Experience, Knowledge and Skills | |
| Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation. | Essential Desirable |
| Appropriate knowledge of first aid. | Essential Desirable |
| Good numeracy/literacy skills. | Essential Desirable |
| Effective use of ICT and other specialist equipment/resources. | Essential Desirable |
| Excellent ICT skills. | Essential Desirable |
| Ability to relate well to children and adults. | Essential Desirable |
| Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these. | Essential Desirable |
| Ability to identify own training and development needs and co-operate with means to address these. | Essential Desirable |
| General clerical/administrative/clerical work | Essential Desirable |
| Personal attributes | |
| Ability to work successfully as a team member establishing effective working relationships and flexible working practices. | Essential |
| Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times. | Essential |
| Be articulate, able to communicate effectively and accurately in oral and written form. | Essential |
| Physical ability to perform the duties of the post with the support of aids or adaptations as required. | Essential |
| Appointments subject to completion of successful enhanced DBS check. | Essential |
| Prepared to present a smart and professional appearance. | Essential |