



## **JOB DESCRIPTION**

POST: STEP FINANCE ASSISTANT

GRADE: Grade 3, SCP 15-17

HOURS: 36 hours per week, term time plus 3 weeks during school holidays

REPORTS TO: STEP Finance and Treasury Officer

### **MAIN PURPOSE OF JOB**

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

The following is a list of typical duties, pertaining to the maintenance and inputting of financial data in accordance with written procedures for STEP Academy Trust.

### **KEY DUTIES**

- Input all purchase invoices and credits, ensuring key controls procedures have been adhered to
- Help oversee, manage and maintain individual Supplier Accounts
- Reconcile supplier statements and deal with their queries
- Process and reconcile Direct Debits
- Assist in the Bank reconciliations, by inputting Direct Debit invoices in a timely fashion
- Reconcile procurement cards for STEP First Fund and post to relevant control account for the other locations
- Send weekly invoice analysis report to senior staff for cash flow analysis
- Prepare monthly VAT return as per set deadlines
- Liaise with suppliers regarding outstanding invoices and supplier queries
- Journal entries as instructed by senior staff
- Posting entries to cashbook
- Admin duties ie Filing, copying, scanning, printing, answering the phone
- Adhere to STEP financial policies and procedures
- Preparing and processing the payment runs as per outlined procedure
- Assisting with audits and other ad hoc financial and administrative duties
- Reviewing and inputting of staff expenses
- Managing the finance email inbox
- Any other duties as required by the line manager commensurate with the post

## **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 External Contacts**

- Suppliers

## **Key Internal Contacts**

- Business Managers
- Business Services Manager
- Director of Finance and Business services
- Chief Finance & Operations Officer

## **Financial Dimensions**

- Using financial software

## **KEY ACCOUNTABILITIES**

### **Organisation**

- Undertake telephone duties, especially with regard to financial matters in connection with purchase orders and payment of invoices
- Ensure that set procedures are followed
- Contribute to the overall ethos/work/aims of the Trust
- 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
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, GDPR and data protection, reporting all concerns to the appropriate person

### **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/GDPR**

- To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR 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.

## **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.

## **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



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**PERSON SPECIFICATION**

<b>Qualifications</b>	
NVQ 2 or equivalent qualification or experience in relevant discipline.	Essential
<b>Experience, Knowledge and Skills</b>	
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.	Essential
Appropriate knowledge of first aid.	Desirable
Excellent numeracy and analytical skills and attention to detail. Good literacy skills.	Essential
Effective use of ICT and other specialist Finance equipment/resources.	Essential
Excellent ICT skills.	Essential
Ability to relate well to children and adults.	Desirable
Work constructively as part of a team, understanding academy roles and responsibilities and your own position within these.	Desirable
Ability to identify own training and development needs and co-operate with means to address these.	Essential
Experience of general clerical/administrative/work	Essential
<b>Personal attributes</b>	
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