



The Warriner Multi Academy Trust



WMAT Finance Assistant

Job Information	
Reporting to	Trust Accountant
Grade	Grade 6 Point 8 (8-13)
Salary	£26,824 - £29,064 Pro Rata
Hours /Weeks	15hrs per week Term Time plus 1 week Holiday entitlement of 5.64 paid weeks including Bank holidays - Holiday entitlement to be taken during school holidays. Days and hours are flexible and will be agreed with the successful candidate. Ideally hours will be worked across 2 to 3 days per week.
Job Purpose	
To support teaching and learning by providing high quality finance support, as part of a committed and flexible team maintaining confidentiality at all times	
Additional Information	
The Warriner Multi Academy Trust is currently made up of 9 Primary Schools and one Secondary School. This post is based in the Business Centre's Finance Department at The Warriner School, and the role is to assist with finance administration work across the MAT	
Location	
Business Centre – The Warriner School	

Main duties and responsibilities

Operator of Computerised Financial Software (PS Financials)

Orders, Invoices, Credit Notes & Credit Card Transactions

- Process purchase orders accurately and efficiently.
- Create and maintain supplier records.
- Assist with sourcing goods and services to achieve best value for money.
- Process supplier invoices against purchase orders and enter non-purchase order invoices onto the finance system.
- Process online and telephone credit card transactions.
- Reconcile credit card receipts to monthly credit card statements.
- Respond to and resolve supplier and internal finance queries.
- Chase and follow up outstanding queries to ensure timely resolution.
- Reconcile supplier statements and investigate discrepancies.
- Liaise directly with suppliers regarding orders, invoices and account queries.
- Maintain accurate filing of purchase orders and related documentation.

Purchase Invoices

- Collect and distribute invoices for coding and authorisation
- Receive invoices from schools across the Multi-Academy Trust (MAT) and follow up outstanding documentation where required.
- Manage the finance inbox, including processing incoming invoices and responding to queries.
- Process invoices against purchase orders within the finance system.
- Maintain organised filing systems for invoices, reconciliations and other finance records.

Deliveries

- Receive and manage deliveries at reception.
- Notify relevant staff and departments of incoming goods.
- Liaise with the Premises Team regarding the distribution of goods.
- Follow up with suppliers regarding delayed or missing deliveries.
- Process and coordinate the return of goods when required.

General Duties

- Provide flexible administrative support to the finance function as required.
- Assist colleagues during busy periods and when working to tight deadlines.
- Take responsibility for maintaining health and safety standards within the department.
- Support year-end financial procedures and preparation activities.
- Archive year-end financial records and documentation.
- Undertake additional finance-related duties as directed by management.

Responsibilities

- Comply with all academy policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, data protection and security, reporting any concerns through the appropriate channels.
- Promote equality, diversity and inclusion, ensuring equal opportunities for all.
- Contribute positively to the overall aims, values and ethos of the academy and Trust.
- Work collaboratively with colleagues and appreciate the contribution of other professionals.
- Attend and actively participate in meetings as required.
- Engage in relevant training, professional development and performance management activities to support continuous improvement.

Additional Skills

- Proven experience working within a busy office or administrative environment.
- Confident and professional with a approachable manner.
- Ability to work effectively both independently and as part of a team.
- Calm and resilient under pressure, with the ability to manage competing priorities and meet deadlines.
- Flexible and adaptable, with a willingness to support changing business needs.
- Strong interpersonal skills, with the ability to communicate sensitively and professionally.
- Well organised, with excellent attention to detail and accuracy.
- Positive attitude and a proactive approach to problem solving.
- Good IT skills, including the ability to learn and use finance and administrative systems effectively.
- A good sense of humour and the ability to build positive working relationships with colleagues.

Health and Safety

As an employee you have legal duties too. These include;

1. taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. co-operating with your employer on health and safety
3. correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. not interfering with or misusing anything provided for you health, safety and welfare

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal

opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).

Person Specification – Finance Assistant

Personal requirement	E = Essential D = Desirable S = will be used to shortlist candidates	How this will be tested: A = application form I = at interview T = practical test
Knowledge • A basic knowledge of the financial workings of a school working in PS Financials – training will be given • Knowledge of, or willingness to learn, a range of computer applications including financial management systems.	D E	A, I A, I
Skills • Ability to work in an organised and methodical manner • Ability to maintain efficient record keeping systems • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues • Ability to use Microsoft Office especially Excel and Word. • Excellent interpersonal skills and the ability to relate to a wide range of people.	E E E E E E	A, I A, I A, I A, I A, I A, I
Personal qualities • Ability to demonstrate commitment to Equal Opportunities • Understanding of Data Protection and data security issues relevant to the post. • Willingness to participate in further training and developmental opportunities offered by the WMAT, to further their knowledge	E E E	I I I