

The Warriner Multi Academy Trust

WMAT Finance Assistant

Job Information	
Reporting to	Trust Accountant
Grade	Grade 6 Point 8 (8-13)
Salary	£24,702 Pro Rata – Actual Salary £12,860
Hours /Weeks	22.5hrs per week Term Time only Plus one additional week (total worked weeks 39) Holiday entitlement of 5.64 paid weeks including Bank holidays Holiday entitlement to be taken during school holidays. Three days per week Wednesday to Friday 8.30am to 4pm – to include a 30 min unpaid lunch break

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 8 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 Orders

- Process Orders
- Add suppliers
- Assist sourcing of suppliers
- Achieve Best Value for all orders
- Process Invoices against orders and input non order Invoices

- Process credit card orders, usually online, sometimes by phone
- Process credit card receipts and agree to credit card statements.
- Chase outstanding queries
- Check Statements from Suppliers
- Process Credit Card orders
- Assist sourcing of supplies
- Deal directly with Suppliers
- Assist with any queries
- Achieve Best Value for all orders and tendering as required
- File Orders

Purchase Invoices

- Collate Invoices for coding and distribute for authorising
- Receive Invoices from schools within the MAT and chase as required
- Maintain Finance inbox printing off invoices received and dealing with queries
- Process Invoices against orders on finance software
- Filing of Invoices, and reconciliations etc. and any other filing as required.

Deliveries

- Deal with deliveries of goods in reception
- Mark deliveries for relevant staff/department
- Liaise with Premises Team to despatch goods
- Chase Suppliers for non-delivery of goods
- Deal with any returns

As Required

- Flexibility to assist in finance administration as required.
- To assist other members of the team when deadlines are tight.
- To take responsibility for your own health and safety within your own department.
- To assist with Year End Procedures as required
- Archive Year End paperwork
- Undertake any additional Finance duties as directed.

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 academy.

- 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

Additional Skills

- Experience in working in a busy office environment
- A confident, friendly and helpful manner
- Ability to work as part of a team
- An unflappable disposition and the ability to work under pressure
- Adaptable and flexible
- The ability to deal sympathetically with both students and adults
- A good sense of humour

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 requirements	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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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