

Job Description – Finance & HR Assistant

Salary scale: Veritas Kent Range 5

Supporting the Trust Business Manager in the effective financial management in accordance with the requirements and conditions of Veritas Multi Academy Trust's Pay and Conditions Document, having due regard to the requirements of the policies and procedures of schools and trust. To uphold the vision statement and values for Veritas Multi Academy Trust and its schools.

Status of the post

The postholder is accountable to the Trust Business Manager and responsible for upholding the vision and values of the school and trust.

Main purpose of the post

The postholder's key accountability will be for managing financial procedures and resources, maintaining continuous professional development, manage financial communication systems across the school/trust and maintaining professional values and ethics and to support the staff within your team.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key responsibilities:

- *Manage financial procedures for the school and trust.*

Key Roles:

- *Assist the Trust Business Manager*
- *Monitor staff absence*
- *Manage finance and administration of clubs (incl Breakfast and After School Club)*
- *Debt collection*
- *Human resource administration*
- *Supply cover*
- *Manage Single Central Record*
- *Banking*
- *All finance processing (Purchase Orders, Invoicing, BACS etc)*
- *Reconciling bank statements*
- *Trips finance*
- *DBS checks*
- *Manage school dinner payments*
- *Stock monitoring*



Budget Accountability

Not accountable.

To Whom Responsible:

Trust Business Manager

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: Trust Business Manager

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.

Person Specification: Finance & HR Assistant

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 Diploma (or equivalent).
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a finance role.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff. • Keyboard skills applied with precision and speed. • Must be computer literate and have previous experience of working within financial regulations. • Experience of working in a school/academy finance role is preferable; bringing an understanding of relevant financial regulations and policy. • Ability to prioritise own workloads and to work to deadlines is essential. • Flexibility to collaborate with staff at other trust schools and beyond

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> ● Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. ● Experience of working in a school/academy finance role is preferable; bringing an understanding of relevant financial regulations and policy. ● Knowledge of HR regulations and policy ● Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. ● Knowledge of a range of IT systems(FMS/SIMS/BPS) would be an advantage. ● Knowledge of computerised and manual filing systems. ● Awareness of Data Protection and confidentiality issues. ● Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.
<p>Behaviours</p>	<ul style="list-style-type: none"> ● Staff will be expected to fully embrace the Trust's vision and values ● Staff will be expected to engage in the research based culture at Veritas MAT ● Staff will be expected to engage fully in the Performance Management systems ● All staff working in business related areas will be expected to follow the ISBL's Professional Standards (including behaviours) ● All staff will be expected to follow guidance within schools' staff handbooks