



The Cam Academy Trust – Job Description

POST TITLE: Finance Assistant

RESPONSIBLE TO: Trust Director of Finance & Operations

SALARY: Grade 4, Point 7-11 £19,554 - £21,166 (£10,356 - £11,209 pro rata)

Hours: 22.5 hours per week, term time plus 2 weeks

PURPOSE OF JOB:

- Ensure an extremely efficient, administrative and financial support service within the school.
- Support the Finance Officer to ensure the College financial processes are robust and followed at all times.
- Accurately process transactions for the College from initial order to payment
- Follow systems and processes to keep accurate records of the College finances
- Assist in the establishment of good relationships with staff, families, governors and external agencies in order to promote the Trust/College's positive ethos and aims.

MAIN RESPONSIBILITIES:

- Operate Sage 200 System which will include ordering, issuing invoices/credit notes, processing invoices, payments and income, month and year end procedures.
- Issue receipts to parents and others for money (upon request) received in school.
- Attend regular finance meetings as requested by a Senior Leader
- Attend all relevant Finance Training courses
- Complete all periodic and occasional financial forms/ returns required by the Trust under the supervision/instruction of the Headteacher.
- Provide staff with termly updates/reports for their subject co-ordinator budgets.
- Manage the administration of school lettings and caretaker overtime forms
- Manage and process all supply claim, overtime, bi-claim and starter forms
- Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.
- To process cashless catering transactions, including daily input, reports for the catering service and weekly reconciliation
- Manage Wise Pay/Parent Pay including trips etc
- Manage petty cash within the parameters of financial procedures.
- Assist with the preparation of orders, receiving and checking deliveries and payment of invoices for debtors and creditors.
- To assist with the preparation of cash for banking
- To assist with the day to day duties of the finance office.

SAFEGUARDING

- Be committed to the school's safeguarding policies and procedures including child protection, internet safety and anti-bullying.
- To conduct your daily activities in line with our code of conduct for all staff.