

Job title	Trust Finance Assistant – The Athelstan Trust (Based at The Dean Academy)
Reporting to	Finance & HR Manager – The Dean Academy
Hours	Full time, permanent, term time plus 2
Grade	NJC scale point 10 to 14
Main purpose of job	<p>The role of the Trust Finance Assistant is to assist The Dean Academy's Finance & HR Manager in the financial management of the school, and to maintain supplier relationships whilst delivering efficiencies for The Athelstan Trust.</p> <p>The post will be line managed by The Dean Academy's Finance & HR Manager from whom advice and guidance should be sought in relation to specific aspects of the job role.</p>
Key responsibilities:	
<ul style="list-style-type: none"> • To be responsible for the processing of purchase requisitions and orders of all schools within The Athelstan Trust, using the online portal requisition system and accounting software suite within Sage, ensuring that all orders are completed and delivered to the requisitioning department. • To be the first point of contact for all queries regarding purchase order processing for The Athelstan Trust. • To be responsible for processing purchase documents and transactions for all schools within The Athelstan Trust. • To be responsible for dealing with all aspects of income relating to The Dean Academy, ensuring that all monies received in school are recorded and receipted in line with Trust policy and procedure, and are banked on a timely basis. • To be responsible for dealing with all aspects of school trips and other activities relating to The Dean Academy, including setting up new trips in Sage, maintaining student records on Parent Pay, liaising with parents, providing payment reports for trip organisers, booking coaches and raising orders. • To be responsible for monitoring all risk assessments for school trips and other activities relating to The Dean Academy, using the eGo System (GCC). • To be responsible for dealing with all aspects of income for school trips and other activities relating to The Dean Academy, including updating Sage, Parent Pay and other spreadsheet records. • To be responsible for dealing with all aspects of income for school lunches for The Dean Academy, including reconciling with restaurant receipts. • To be responsible for maintaining and accounting for the petty cash float for The Dean Academy, ensuring that all expenses are appropriately authorised and issued in line with the Trust's financial procedures and that a monthly reconciliation is undertaken. • To ensure that all finance procedures and policies specified in the Financial Manual are adhered to at all times to safeguard the finances of The Athelstan Trust. 	

- To provide back up support to the Administration Team and to deputise in the absence of the cover coordinator within The Dean Academy as and when required.
- To perform any other reasonable duties as may be required from time to time at the direction of The Dean Academy's Finance & HR Manager and the Chief Financial Officer.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with relevant school/Trust policies
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/Trust appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/Trust and beyond
- To represent the school/Trust at events as appropriate
- To support and promote the school/Trust ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

This job description will be reviewed as necessary as part of the appraisal process and is subject to modification and amendment at any time after consultation with the post holder.