

Role Profile: Finance Assistant



Purpose

Reporting to the Operations Manager, the School Finance Assistant will play an integral role in the smooth operation of day-to-day school finances.

The School Finance Assistant will assist the school leadership team and the Pod Finance Manager in ensuring the compliance and implementation of finance policies and processes related to procurement, payroll, Cognita Connect and other finance processes.

We are looking for someone with good IT skills and strong administrative and organisational skills. The role is an integral part of the finance function for the school and the wider business and will give opportunity to develop understanding of policies and processes to allow for a potential pathway into Operations Management or the wider finance function.

In this role, you will be the gatekeeper of billing/charging queries and will be expected to respond to these in a prompt, efficient and courteous manner. We offer a premium educational experience and as such the customer experience for parents must be of the highest standard possible.

You will be comfortable in speaking to parents, taking ownership of the customer experience journey from start to finish to resolve issues fully.

To succeed at King's, it is essential you embody the 4 Cognita mindsets – we go together, we believe we can, we stay ahead, we share a growth mindset. We always believe we can do better, and are always looking for ways to improve for our pupils, parents and colleagues. At times you will be asked to support with tasks on a temporary basis to support the school – these may vary from supporting the nursery with lunch break cover to helping to set up for the Christmas fair.

Key Accountabilities

Financial Management

- Ensure that all financial accounting deadlines are achieved to a high standard. This includes information related to month end close and payroll.
- To complete monthly (nursery) and termly (Foundation-Y6) billing to timescale, verify data and supply information to the billing analyst.
- To be the first point of contact for billing queries/amendments
- To complete for the school all purchase requests via NetSuite in line with budgets ensuring correct approvals are received prior to purchase (Purchase Orders)
- To collate and prepare payroll related documentation for the school and ensure this is shared in a timely fashion with relevant stakeholders
- To process all offers and bookings on Cognita Connect to enable parents to make purchases
- To provide data where required to Operations Manager, Pod Finance Manager, Accounts Payable, Central Billing or other central functions
- To provide timely information to relative on-site teams e.g. teachers to facilitate follow up of non-payment of trips
- To process refund requests for the school in the annual end of year cycle and ad hoc when required
- To collate and monitor information on Cognita Connect debts at the end of each term, deducting from deposits where required
- To collate Early Years Funding forms for all who are eligible through DocuSign, verify working entitlement codes through the council portal, file all digital funding forms in a secure location, chase any outstanding forms, collate attendance data for headcount week and input to council portal
- To ensure invoices are 'goods receipted' in a timely fashion to enable prompt payment of our suppliers
- To complete certain HR tasks such as posting job requisitions, sourcing references, and booking interviews.

Team Responsibilities

- Support on finance within the school
- Provide support to the Head Teacher, Operations Manager and other school colleagues

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>Ability to work collaboratively within a team and communicate with multiple levels of stakeholders</p> <p>Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy</p> <p>First class organisational and administrative skills</p> <p>Ability to remain calm under pressure and work to tight deadlines; systematic approach to tasks, with attention to detail</p> <p>Able to maintain a high work rate and to juggle a range of tasks and competing priorities</p> <p>Excellent ICT skills – confident and adept in use of Microsoft applications e.g. Word, Excel and database input</p> <p>Experience in NetSuite/ERP systems, Docusign desirable but not essential</p> <p>High levels of accuracy and attention to detail</p>	
Experience	<p>Previous experience of working in an administrative function</p> <p>Experience of delivering time-sensitive data processing to ensure smooth customer journey</p> <p>An understanding of, and a commitment to the ethos of the school as a community</p>	<p>Experience with finance software</p>

Mindsets

We go together

We are stronger together, as one global schools' system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empower others to do the same. We take ownership of our responsibilities and always believe there is a way.

We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently, so both our students and our business thrive today and tomorrow.

We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

Key Stakeholders:

Internal – Pod/UK Finance Team/Parent Experience Team

External – Third Party Contractors, Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: