

## 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.

### 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 for the school/cluster all purchase requests via Netsuite in line with budgets ensuring correct approvals are received prior to purchase
- To collate and prepare payroll related documentation for the school/cluster 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 Pod Finance Manager, Accounts Payable, Central Billing or other central functions
- To process refund requests for the school as per guidance from Pod Finance Manager
- To ensure invoices are 'goods receipted' in a timely fashion to enable prompt payment of our suppliers

#### TEAM RESPONSIBILITIES

- Support with personnel administration for the school.
- Support on finance within the school/cluster
- 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	<ul style="list-style-type: none"> <li>• Be a nice person who is likeable and can relate easily to others</li> <li>• Ability to work collaboratively within a team and communicate with multiple levels of stakeholders</li> <li>• Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy</li> <li>• First class organisational and administrative skills.</li> <li>• Ability to remain calm under pressure and work to tight deadlines; systematic approach to tasks, with attention to detail</li> <li>• Able to maintain a high work rate and to juggle a range of tasks and competing priorities</li> <li>• Excellent ICT skills – confident and adept in use of Microsoft applications e.g. Word, Excel and database input. Experience in NetSuite, Weduc desirable but not essential</li> <li>• High levels of accuracy and attention to detail</li> </ul>	
Qualifications		<ul style="list-style-type: none"> <li>• Qualification in computer literacy skills i.e. Word, Excel, Outlook</li> <li>• Finance/Accountancy qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in an administrative function</li> <li>• Experience of delivering time-sensitive data processing to ensure smooth customer journey</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience with finance software</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• An understanding of, and a commitment to the ethos of the school as a community</li> <li>• A sense of humour</li> <li>• Warmth and sensitivity</li> <li>• A concern for the reputation of the school</li> </ul>	

**Key Stakeholders:**

**Internal** – Pod/UK Finance Team/Parent Experience Team

**External** – Third Party Contractors

**Signed:** .....

**Name (print):** .....

**Date:** .....