Recruitment Information

Role: Finance Assistant/Officer

Salary: Scale 5, Spinal Column Points 15- 18: £34,867 - £37,225 per annum (Pro Rata £30,278-£32,325)

Contract Type: Permanent, Term Time plus 2 Weeks

Working Hours: 36 hours per week

Job Purpose:

Accountable to: Operation Director. All staff are required to work under the reasonable direction of the Headteacher with delegated authority.

Performance Management: The post-holder will be subject to the Academy's annual Performance Management Review process. A pay review will be part of this process.

You are required to carry out the duties of a member of St Matthew Academy support staff according to the ethos, policies and guidelines laid down by the Academy. You are required to attend staff meetings as appropriate; operate at all times in a safe manner; attend training courses as organised by the Academy and to operate according to training and health and safety guidelines.

Responsibilities:

Finance Systems

- To be responsible for ensuring that Financial Systems and control procedures conform to the Academies Financial Handbook.

- Ensure that all entries onto the Academy finance system are made on a timely basis. This includes invoices and accounting entries such as prepayments and accruals so that accurate, up to date management accounts can be prepared.

- Managing, maintaining and reconciling control accounts on the Academy's finance system and making the appropriate returns, this to include:

- Bank reconciliations
- Credit card reconciliations
- Purchase ledger control
- Sales ledger control
- Managing account payable/receivable
- Filling of accounting documents
- Assisting and preparing trial balances, balance sheets and periodic reports

- Maintaining effective systems of accounting to control and monitor expenditure against budgets including financial reporting and preparation of accounts

- Ensure that staff responsible for delegated budgets, receive monthly up-dates on expenditure and income ensuring the information is up-to-date and reconciled with their own records. Where necessary give assistance in appropriate accounting procedures.

- Ensure the Academy receives all funding and grant income to which it is entitled in relation to pupils with Education, Health and Care Plans (EHCPs), ensuring the correct level of funding is issued by the Local Authority (LA), and ensuring all income is accurately recorded against the appropriate pupil-related expenditure and cost centres

- Establish and maintain efficient and safe procedures concerning the collection, banking, distribution and security of all school monies. The Academy has a cashless system in place and appropriate journals will need to be made to post this income and ensure that it is offset against the appropriate expenditure, i.e. catering or school trips

- In conjunction with the Finance Assistant chase up all debts that the academy has in respect of lunches, after school clubs, peripatetic music lessons and school trips. Report on the outstanding debt on a timely basis to the Head of School, Assistant Head of School responsible for trips and advise on the financial viability of trips if sufficient pupils do not pay.

- Management and control of ordering of all the Academy's purchases by:
  Ensuring that the requisitioning of equipment procedures & recording of completed orders procedures are followed as laid down by the Academies Financial Handbook.

- To manage the payment of invoices and entering of expenditure on the academy's accounting system.

- Assist the Academy Operations Manager in preparing end of year schedules in support of the end of year audit of the financial statements and the termly Responsible Officer visit.

- Resolve any queries raised by the Auditors

- Liaise with external stakeholders

Our Commitment

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All successful candidates will be subject to enhanced safeguarding checks, including an Enhanced Disclosure and Barring Service (DBS), documentary evidence showing your entitlement to work in the UK and online vetting, in line with safer recruitment practices.

How to apply
For an application pack, please contact HR on hr@stmatthewacademy.co.uk